

TCT FACILITATOR TIPS JOB AID

EFFECTIVE FACILITATION-FINAL REVIEW CHECKLIST
Dealing with Anxiety:
<input type="checkbox"/> Breathe deeply.
<input type="checkbox"/> Focus on relaxing.
<input type="checkbox"/> Release tension by unobtrusive isometrics.
<input type="checkbox"/> Move during the presentation.
<input type="checkbox"/> Maintain good eye contact with the audience (3-5 seconds with each person).
Planning and Organizing Your Facilitation:
<input type="checkbox"/> Develop objectives.
<input type="checkbox"/> Analyze audience.
<input type="checkbox"/> Brainstorm main and sub ideas.
<input type="checkbox"/> Develop handouts.
<input type="checkbox"/> Develop visual aids.
<input type="checkbox"/> State the benefits (What's In It For Me: WII-FM).
<input type="checkbox"/> Incorporate a preview, main idea, and review sentence.
<input type="checkbox"/> Structure introduction.
<input type="checkbox"/> Develop a strong conclusion. (Call to Action)
Developing and Using Visual Aids:
<input type="checkbox"/> Use the KISS principal. (Keep It Short & Simple)
<input type="checkbox"/> Choose the correct type of chart.
<input type="checkbox"/> Use appropriate titles.
<input type="checkbox"/> Refrain from talking to the visual aids
<input type="checkbox"/> Place yourself at center stage.
<input type="checkbox"/> Use pointer sparingly.
Preparing for the Presentation:
<input type="checkbox"/> Rehearse standing up and using visuals.
While Facilitating:
<input type="checkbox"/> Stay aware of what you are saying and <u>how</u> you say it.
<input type="checkbox"/> Be animated, enthusiastic and direct.
<input type="checkbox"/> Be conversational and do not speak too fast.
<input type="checkbox"/> Use a clear, strong voice.
<input type="checkbox"/> Guide the discussion; don't force it.

**EFFECTIVE FACILITATION-FINAL REVIEW CHECKLIST
(Cont.)**

While Listening:

- Stay aware of not only what is said, but also how it is said.
- Stay neutral (objective) in the discussion.
- Use eye contact and your body language to show you are listening.
- Clarify what you have heard by repeating, if necessary.
- Become absorbed in what that person is saying.
- Don't interrupt or inject your own views.

Question-and-Answer Techniques:

- Raise your hand and step toward the audience when asking a question.
- Watch and listen to the questioner. (Use active listening posture.)
- Repeat the question, if necessary.
- Use eye contact and involve the whole audience in your answer.
- Keep your hands in a neutral position when listening to questions.

Managing the Group:

- Post Ground Rules and ask group for input.
- Define group roles and ask for their expectations.
- Refer group to agenda when getting off focus.
- Try and remain neutral; don't get drawn into an argument.
- Have the room set up for maximum comfort.
- Stop and refocus group when discussions go beyond the scope.
- Boomerang group questions to other persons within the group.
- Offer observations and summaries.
- Gather group agreement.
- Encourage everyone to participate.
- Let everyone know how he or she is doing and what has been accomplished.
- Close on a positive note and thank everyone for his or her participation.