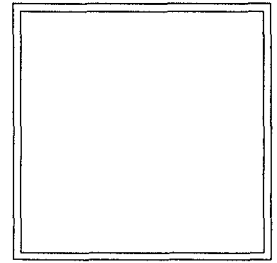


How to Be an Effective Facilitator

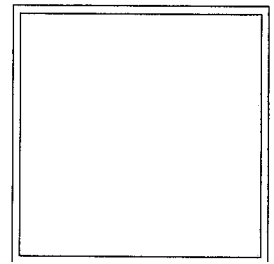


How to Be an Effective Facilitator

Charles M. Cadwell



AMERICAN MANAGEMENT ASSOCIATION



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Putting Principles into Practice

Characteristics of Effective Facilitation Team Members

1. Expertise
2. Impact
3. Commitment
4. Support
5. Number

Keys for Developing an Agenda

- Limit the Number of Topics
- Decide on Time Requirements
- Prioritize Items and Decide on Sequencing
- Prepare a Written Agenda

Facilitation Environment Requirements

- Equipment and Materials
- Room Setup
- Room Size and Shape
- Location

Flip-chart Techniques for Facilitators

- Have More Than One Flip-chart
- Print with Capital Letters
- Use Abbreviations
- Use Paper with Lines and Grids
- Use Multiple Colors
- Use the Top Two-Thirds of the Page
- Hang Completed Pages on the Wall
- Don't Block Participants' View
- Remain Neutral
- Use a Recorder

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