**Project Everlast Group Facilitation Tips**

*Created by attendees of the 2013 Summer PEER*

**To prepare for a meeting:**

* Know what you’re going to talk about. Make an agenda. The agenda can be printed out so everyone has a copy, written on a big sheet on the wall, or projected onto the wall.
* Give others a chance to suggest items for the agenda. This can be done before the meeting, or leave time at every meeting when anyone can bring up other business.
* Make sure you have all the necessary supplies for the meeting.
* Make sure everyone knows when the meeting is.
* Create a powerpoint if needed
* Arrange to have food that people like.

**The role of the facilitator in a meeting:**

* Make sure everyone who wants to has a chance to speak.
* Keep everyone on track and on the same train of thought.
* Time management – make sure the meeting starts and ends when it’s supposed to and you have enough time to get through everything on the agenda.
* Help new members feel included and able to participate.

**Dealing with problem behaviors in meetings - What Works?**

*General Tips:*

* If people have input into the agenda, they may be less likely to cause trouble in meetings because they will be more interested in the discussion.
* Redirecting – when people get off track, verbally remind them of where you’re at on the agenda.
* If it works for your Council, electing Officers can help spread out the responsibility so one person doesn’t have to do everything.
* Sometimes it helps people to pay attention if they have specific roles during a meeting. Assign people roles based on their personalities:
	+ Shy or quiet people:
		- Note taker
		- Researcher
		- Food order-er
		- Help set up for the meeting
	+ Clowns or social butterflies:
		- Note taker
		- Timekeeper
		- Chart writing
		- Greeter

*Specific Behaviors:*

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| Technology Users | * Remind them of the ‘no technology’ rule
* Ask them to look something up
* Ask them to take notes
* Tell them to put it away
* Have a basket that everyone puts their phones in at the beginning of the meeting.
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| Clowns/Social Butterflies: | * Try to ignore them
* Pull them aside during a break and respectfully ask them to stop bring distracting.
* If nothing else works and it is an ongoing problem, ask them to leave the meeting.
* If standing up, walk over closer to them.
* ‘Clap once if you can hear me!’
* Add structure to the meeting – raise hand to speak or use a talking stick.
* Take breaks during the meeting for conversations.
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| Derailers / Always off topic | * Put up a parking lot
* Ask them to wait until the end of the meeting.
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| Shy | * Ask them directly if they have any input.
* Say, “I would like to hear from someone who hasn’t shared yet” or “How about someone from this side of the room?”
* Give them the option to write down their input.
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| Downers/Poo-pooers/Negative People | * Try to find a topic they like.
* Find a positive point to counteract their negative point.
* Ask them to make a pros/cons list, or make one as a group.
* Give them ‘strikes’.
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| Police Officer | * Pull aside during a break – say ‘thanks for your help, but I can take care of it’
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**After the meeting:**

* Make sure everyone knows when the next meeting is.
* Follow through on anything you said you would do, and remind others if they have tasks to follow through on.