**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. |
| 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. |
| Derailers / Always off topic | * Put up a parking lot * Ask them to wait until the end of the meeting. |
| 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. |
| 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’. |
| Police Officer | * Pull aside during a break – say ‘thanks for your help, but I can take care of it’ |

**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.