

<b>What is Facilitation</b>	
	<p><b>Facilitation is making things easier and includes:</b></p> <ul style="list-style-type: none"> <li>Supporting the PLPU curriculum through discussion and activities.</li> <li>Creating connections of shared information and experiences.</li> <li>Helping members get good information and affirmation.</li> <li>Providing focus and directions.</li> <li>Appropriately challenging and questioning participants.</li> </ul>
	<p><b>Effective Facilitation</b></p> <p>Effective facilitation requires that facilitators are:</p> <ul style="list-style-type: none"> <li>Natural and genuine.</li> <li>Interested in all participants.</li> <li>Engaged in a series of conversations with a variety of participants.</li> <li>Clear and non-judgmental in their communication.</li> <li>Flexible and able to adapt to different situations.</li> <li>Focused on the participant's experiences and perspective.</li> <li>Developing appropriate relationships with participants and facilitators.</li> </ul>
	<p><b>Core Competencies of a good Facilitator</b></p>
<b>Communication</b>	<p>Facilitators will exhibit good communication skills by:</p> <ul style="list-style-type: none"> <li>Expressing ideas clearly and accurately.</li> <li>Being attentive and showing interest in the subject.</li> <li>Thinking quickly on their feet and being prepared for the difficult confrontations and conversations.</li> <li>Showing a sense of humor.</li> <li>Knowing when to steer conversations into a serious tone.</li> </ul>
<b>Personal Interjection</b>	<p><b>Facilitators will regulate personal remarks to:</b></p> <ul style="list-style-type: none"> <li>Calling the group's attention to helpful statements.</li> <li>Rephrasing participant's ideas/thoughts to clarify and reinforce.</li> <li>Summarizing groups' thoughts to create a bridge between topics.</li> </ul> <p><b>Facilitators will avoid emphasizing personal opinions, agendas, etc.</b></p>
	<p><b>Getting the MOST of out of the New Member Class</b></p>
<b>Participation</b>	<ul style="list-style-type: none"> <li>Ensuring participation by each group members during meetings.</li> <li>Ensuring that one individual does not dominate conversation.</li> <li>Maintaining eye contact with group members and ensuring personal body language is welcoming to group.</li> </ul>

	Being alert to the body language and clues from participants.
<b>Group Atmosphere</b>	<b>Facilitators will attempt to create a welcoming and safe atmosphere within the group by:</b>
	<p>Creating a climate of respect within the group that allows participants to discuss differences, without attacking the individuals.</p> <p>Showing interest in the opinions of all group members.</p> <p>Ensuring that there is no favoritism within the group.</p> <p>Allowing participants to share minority views comfortably.</p> <p>Helping participants view/discuss issues from many angles before reaching conclusions.</p>
<b>Encourage</b>	<b>Facilitators will encourage new members to expand personal perspective by:</b>
	<p>Sharing experiences that help participants identify new ways of doing things, confronting inappropriate traditions, etc.</p> <p>Gently encouraging students to question the validity of their arguments or reasons.</p> <p>Helping participants examine their current realities that are outside the norm/against accepted standards.</p> <p>Encouraging participants to verbalized own their ideas/reasoning may have changed during the program.</p>
<b>What Facilitators Should Know About Their Role</b>	
<b>Guides</b>	<b>Effective facilitators are guides to help participates move through an experience and a process:</b>
	<p>Attention is placed on students, not themselves.</p> <p>Participants are fully engaged, attentive, and actively participating.</p> <p>Participation is balanced among all group members.</p> <p>Participants are allowed to struggle with issues and encouraged to find personal answers.</p>
<b>Full Participants</b>	Effective facilitators are full participants in the PLPU experience right along with New Members.
<b>New Member Meetings</b>	Effective facilitators understand the goals and objectives of New Member meetings, working to ensure that activities and discussions in meetings are focused on the curriculum and are true to shared experiences.
	New Member meetings exist to personalize the application of information presented in PLPU sessions so New Members better understand how to utilize their knowledge and skills.
<b>Role Models</b>	Effective facilitators serve as positive role models for other brothers and New Members.
	<p>Effective facilitators focus on the relationship they are building with new members.</p> <p>New Member meetings are not used to advance personal agendas.</p> <p>Facilitators are on time (early) for all sessions, meetings, events, etc.</p> <p>Facilitators promote unity by not becoming cliquish spend as much time with New Members as possible.</p>

<b>Ideas for Dealing with Common Group Situations</b>	
<b>Managing Discussions</b>	<p><b>When introducing a new topic:</b></p> <p>Make sure everyone understands the topic and there is agreement about the idea.            Use flip charts to manage discussion and topics.            Summarize discussion periodically.            Work to draw in under-participating new members and control for over-participating new members.            Make sure that conversations are not constantly recycled.</p>
<b>Managing Transitions</b>	<p><b>To move smoothly from one topic to the other:</b></p> <p>Ensure the first discussion has some sort of closure and the group is ready to move on.            Make the transition clear by using links between topics.            Identify in advance, strategic moments in discussion to make transitions.</p>
<b>Using Group Energy</b>	<p><b>Harness the energy of the group:</b></p> <p>Allowing the group conversation to roll as long as it is productive .            Encourage physical activity to maintain energy. Get up and move between conversations.</p> <p>When conversations become animated or heated, don't immediately diffuse them. Allow for some conflict to move the conversation forward. Step in when conversation is no longer constructive. Listen for signs that group wants to move on.</p>
<b>Using Silence</b>	<p>Trust silence when it occurs. Often this is a signal that learning is occurring and you've identified a difficult conversation.            Give participants time to form their thoughts. Count to ten before asking a question or filling the void. When the silence becomes uncomfortable to the group, someone usually steps in and breaks the ice. Even though it may be tough, wait for it someone to break the silence.</p>
<b>Disruptive Group Members</b>	<p>Handling disruptive behavior is often difficult. The key is to handle in a way that doesn't hurt the person or the group. Keep in mind that you are not alone and are bound to have allies in the group, use them to bring the discussion back to a constructive place. Private conversations with the disruptive member are best.</p>
<b>Dominating Conversation</b>	<p>Some participants might over-participate or dominate conversations. Use techniques to balance conversation or change how you ask questions to encourage other to participate as well.</p>
<b>Negativity</b>	<p>If participants are relentlessly negative and skeptical, use techniques that involve participants in problem solving and identifying ways to be optimistic. Do not allow the group to succumb to the negativity.</p>
<b>Side Conversations</b>	<p>Side conversations can negatively impact the group. Facilitators can use several techniques including eye contact with a smaller group, having the group move around to mix the group, involving the group by asking a direct question, and/or discussing the issue outside of the group during the break.</p>