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Ensuring Full Participation

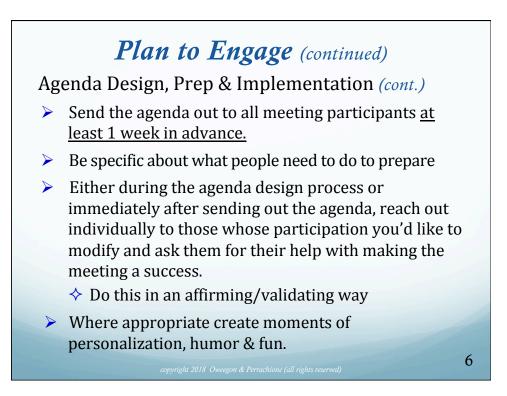
The more people engage and participate in a meeting, the richer the experience is for them & for everyone else.

- Is everyone engaged and contributing?
- Are some dominating?
- It's not as much about equal participation as it is about equal opportunity to participate
- A good facilitator uses a variety of engagement techniques to ensure full participation.

This is a critical part of the facilitator's focus!

TIP: Useful guideline: "Everyone has a chance to share once before anyone shares twice."

*Plan to Engage*Agenda Design, Preparation & Implementation
For each item on the agenda, have a pre-planned engagement process (or 2) to elicit their input in efficient & engaging ways. *For example:*Pre-meeting assignments with report-outs
Participation "assignments"
Pre-planned methodologies for eliciting ideas, commentary, and other participation
Round-robin/One-at-a-time brainstorming
In-meeting "comment cards"
Break-out groups with report-outs
Etc.



Managing the People

Managing the people is 1 of the 2 most common reasons people hire a facilitator (the other is process management).

Managing the people consists of:

- I. Acknowledging Participants

- A. Name Power
- B. Summarizing/Reflecting Their Ideas
- II. Taming the Unruly
 - A. Group Norms or Guidelines
 - B. Activating Those Who Are Lethargic (or Reticent)
 - C. Defusing Those Who Dominate
 - D. Focusing Those Who Digress
 - E. Curbing Those Who Continue On & On (& On!) 7

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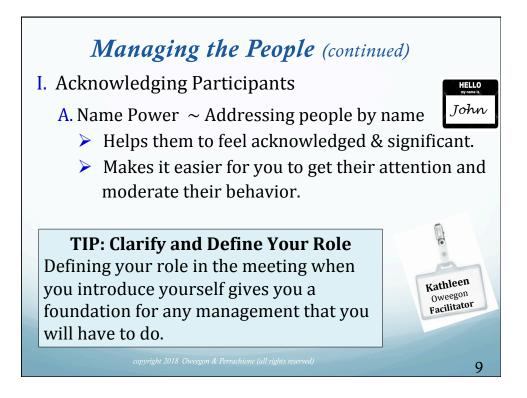
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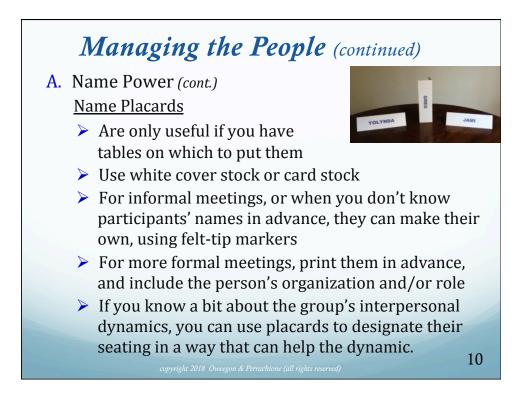
B. Summarizing/Reflecting Their Ideas

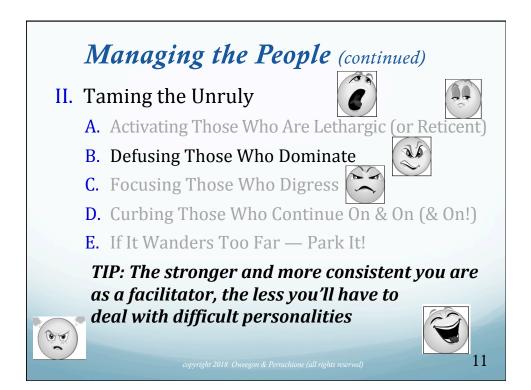
II. Taming the Unruly

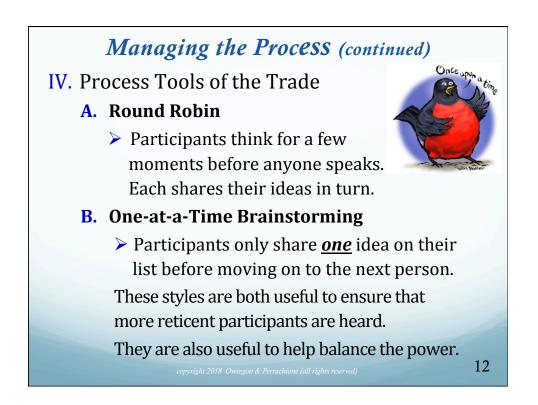
- **A.** Group Norms or Guidelines
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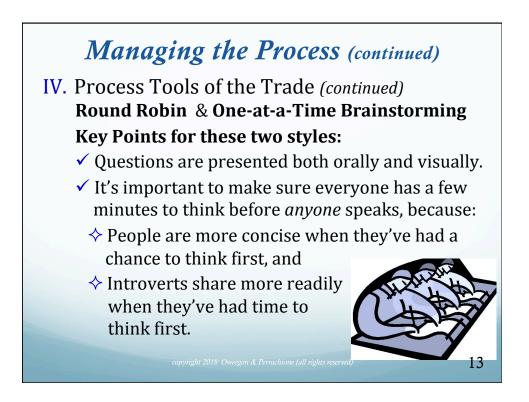
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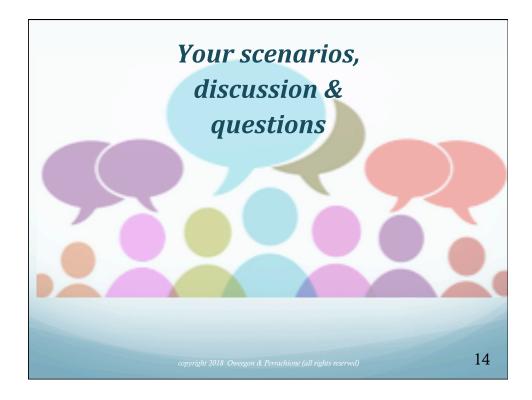












Thank you for your participation!

If you are interested in learning more about the upcoming 28-hour facilitation class, "Facilitating With Finesse" at Anderson School of Management, which will provide you with in-depth meeting facilitation tools including:

- ✓ Managing the People
- ✓ Managing the Process
 &



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✓ Managing the Information

please provide your contact information on our "Interest Sign-up" sheet, so that we can strive to schedule the class at the best time for you & send you the registration information.