

Awakening The Genie Within (Chapter #10)

HANDOUT #4

ROLE OF SMALL GROUP FACILITATOR

For the purposes of this exercise, all participants are equal in terms of rank or status. This is important to encourage full participation. As a leader, you will participate fully in the exercise, but you will have a few additional responsibilities. These are:

- **Keep the group on track.** Follow the agenda and guidelines. Timings are important, keep the group moving. Appoint a person to monitor time.
- **Help clarify ideas.** Some people have difficulty expressing their thoughts and ideas and may need help to ensure that they are understood.
- **Foster participation.** Don't let some people monopolize the conversation. Ensure that everyone has a chance to be heard. It is critical that all opinions are expressed.
- **Harmonize conflicts and disagreements.** Disagreements are normal but emphasize that the members are colleagues, not adversaries.
- **Have the group choose a presenter.** This person will present the group's results and recommendations to the larger group. The ability to communicate well is important.
- **Record the group's results and recommendations.** Ensure the group completes the "Summary of Results of Group Work", Handout #7. This is your group's official summary and record. Appoint a scribe to do this as well as another to record on a flip chart paper for possible presentation to the larger group.

Notes:

- When full agreement cannot be reached, try to reach a consensus. Where consensus cannot be reached, record that result and ensure it is communicated to the larger group. Sometimes it is better to agree to disagree rather than engage in endless debate.
- Try to maintain a positive, constructive atmosphere. One negative person can sap the group's energy. Most people with strong concerns only wish for acknowledgment and not necessarily solutions.
- Above all, enjoy the process. The purpose is to get useful and constructive feedback, not necessarily solve every problem immediately. Often, the process is as or more important than the outcome.