

FACILITATING DISCUSSIONS

How not to dominate the discussion

Remember to —

- Introduce discussion if necessary
- Focus discussion and keep it on track
- Encourage open exchange
- Energize group discussions
- Be accepting of other viewpoints
- Focus your attention on all group members

Avoid —

- Lengthy contribution
- Evaluation
- Criticism
- Voting
- Dialogue with a few select members of the group
- Positive and negative comments after each group member's statements

The facilitator should speak only $1/n$ th of the time (where “n” equals the number of group members).

The facilitator's contributions should primarily be of a process nature and should refrain from lengthy content contributions.