AT-A-GLANCE REFERENCE:
EFFECTIVE SMALL GROUP FACILITATION

SUMMARY OF SKILLS TO BE USED FOR THE EFFECTIVE LEADING OF A SMALL GROUP

I. MOVES GROUP TOWARDS GOALS (TASK SKILLS)

A. IMPLEMENTS MEETING STAGES:
   • Planning Before Meeting
     - Builds fund of information
     - Prepares questions/materials
     - Decides objectives/game plan/participants
     - Distributes information/responsibilities
     - Optimizes time/setting
   • Opening
     - Greets/assesses readiness
     - Explains purpose, process, duration
     - Elicits participants' objectives, agenda items
     - Establishes agenda (prioritizes)
   • Exposition/Exploration
     - Presents & elicits info/poses questions/invites brainstorming
     - Avoids premature closure
   • Assessment/Feedback
     - Assesses participants' KAS
     - Offers observations/clarification
     - Promotes constructive feedback
   • Problem Solving/Consensus-Building
     - Uses questioning, socratic approach
     - Encourages contrasting views
     - Synthesizes group thinking
   • Closing
     - Gets individual/group assessments
     - Summarizes meeting and plans

B. PROMOTES PROGRESS TOWARD GOALS:

   • Ensures effective time use
   • Maintains focus & facilitates transitions
   • Demonstrates competence in area
   • Facilitates group work
   • Uses A-V and handouts effectively

C. ENABLES LEARNERS TO TAKE RESPONSIBILITY FOR THEIR OWN LEARNING (TEACHING SESSION):

   • Starts where learner is
   • Facilitates learner identification of learning needs, resources, and assessment of progress
   • Enables learners to view each other as resources
   • Encourages participation by all
II. **DEVELOPS/MAINTAINS GROUP HARMONY COHESION** (MAINTENANCE SKILLS)

A. USES SKILLS THAT FACILITATE PARTICIPATION:

- Uses techniques that make others feel valued, understood
- Uses questions, brainstorming
- Assigns tasks
- Creates supportive atmosphere for disclosing ignorance
- Makes group fun
- Uses active listening
- Uses self-disclosure
- Responds non-judgmentally and non-defensively
- Facilitates disclosure of concerns
- Legitimates learner’s feelings
- Conveys partnership with learner
- Recognizes own emotions

B. DEALS WITH PROBLEM PARTICIPANTS:

- Controls dominant members
- Confronts problem members

C. DEMONSTRATES SKILL IN PROCESS OBSERVATION:

- Recognizes and assesses small group behavior and relates to stage of development and to core interpersonal issues
- Invites Process Feedback after some meetings

**USE OF SKILLED LISTENING, SKILLED INQUIRY, AND SKILLED ADVOCACY WILL HELP TO ACCOMPLISH BOTH TASK SKILLS AND MAINTENANCE SKILLS WHEN READING OR PARTICIPATING IN GROUPS.**