

**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
- Legitimizes 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.