

# The facilitator's "toolkit" of skills

## Group facilitation techniques



There are two basic aspects to any group session:

- Content - the *What*
- Process - the *How*

Remembering the difference is as easy as chewing gum. The gum is the content, the chewing is the process.

For example, a list of community strengths is the content; using brainstorming as a method to generate this list is the process. The facilitator guides the process by suggesting a method to use. The group is responsible for the content.

Group process techniques are used to help a group accomplish its task and meet its purpose. They can also be used to change the group dynamics to a more positive and productive direction. For example, use of individual or small group work when the group is bogged down or in conflict.

This section outlines a number of tools/techniques a facilitator can use to help groups work through their objectives.

Factors to consider when selecting a technique include:

- Fit with audience (consider issues such as culture; literacy levels; situation or environmental nature of the project or issue; fit with objective(s))
- Facilitators capability and resources
- Timing
- Special circumstances
- Other

A combination of techniques may be needed to achieve your goals.

**Please note:** these resources are a compilation of our individual and collective knowledge and research. Every effort has been made to reference resources. Please notify Community Waikato should you identify any referencing omissions.