

# Example Facilitation Techniques

Techniques and Activities	Purpose	Overview	Group size	Time	Materials	More information
<b>Let's form the team</b>	Ice breaker, team building	Participants come up with a team name and logo	8+	10 minutes	Paper or table tents and markers	<a href="http://www.sessionlab.com/methods/lets-form-the-team">www.sessionlab.com/methods/lets-form-the-team</a>
<b>Round robin</b>	Quickly brainstorm ideas	Each person offers an idea until everyone has a turn	Any	10 to 15 minutes	Markers and flipchart paper	<a href="http://www.sessionlab.com/methods/stakeholder-round-robin-brainstorm">www.sessionlab.com/methods/stakeholder-round-robin-brainstorm</a>
<b>Card-storming</b>	Quickly brainstorm ideas and organize them into themes	Participants write ideas on cards and a facilitator organizes them into categories	Any	20 to 60 minutes	Blank cards or post-it notes, pens, blank wall	<a href="http://www.creativefacilitation.com/resources">www.creativefacilitation.com/resources</a>
<b>Walking brainstorm</b>	Generate and build on each other's ideas in a silent but dynamic setting	Participants walk round the room and share their ideas about the topics/questions on the posters by writing or sticking post-it notes on the poster.	Any	5 to 15 minutes	Flipchart paper or post-it notes, makers, dot stickers (optional)	<a href="http://www.sessionlab.com/methods/walking-brainstorm">www.sessionlab.com/methods/walking-brainstorm</a>
<b>1-2-4-All</b>	Collectively generate and gather ideas in a group	Participants explore a topic in steps: individually, in pairs, in small groups, and with whole group	4	10 to 15 minutes	Pens and paper	<a href="http://www.liberatingstructures.com/1-1-2-4-all">www.liberatingstructures.com/1-1-2-4-all</a>
<b>Focused conversations</b>	Lead a guided conversation based on specific questioning methods	Participants respond to 4 levels of questions: objective, reflective, interpretative, and decisional	<12	30+	Pens and paper	<a href="http://www.learnalberta.ca/content/aswt/talkingtogether/facilitated_art_of_focused_conversation_fact_sheet.html">www.learnalberta.ca/content/aswt/talkingtogether/facilitated_art_of_focused_conversation_fact_sheet.html</a>

<b>Appreciative interviews</b>	Discover and build on the root causes of success	Participants share stories of success and work to identify conditions or assets that support success	3 to 6	30 to 60 minutes	Flipcharts and markers	<a href="http://www.liberatingstructures.com/5-appreciative-interviews-ai">www.liberatingstructures.com/5-appreciative-interviews-ai</a>
<b>Conversation Café</b>	Explore a topic from multiple perspectives	Small groups engage in several rounds of dialogue, with participants moving to a different table for each round	3 to 6	45 to 75 minutes	Round tables, chairs, butcher block paper, markers, and a talking object	<a href="http://www.liberatingstructures.com/17-conversation-cafe">www.liberatingstructures.com/17-conversation-cafe</a>
<b>15% solutions</b>	Discover and focus on what each person has the freedom and resources to do know	Participants discuss what they can do without more resources or authority	3 to 6	15 to 20 minutes	Flipcharts and markers	<a href="http://www.liberatingstructures.com/7-15-solutions">www.liberatingstructures.com/7-15-solutions</a>
<b>Purpose to practice</b>	Define the elements that are essential for building an enduring initiative	Participants work in small groups to generate ideas and then as a whole group to finalize	4 to 6	25 to 120 minutes	Worksheets, poster paper, pens, and markers	<a href="http://www.liberatingstructures.com/33-purpose-to-practice-p2p">www.liberatingstructures.com/33-purpose-to-practice-p2p</a>
<b>Rotating flip charts</b>	Find out as many points of view on a topic as possible	Small groups rotate among different topics, reviewing previous groups' answers before adding their responses	4 to 6	5 minutes times the number of groups	Flipcharts and various colored markers	<a href="http://www.sessionlab.com/methods/rotating-flip-charts">www.sessionlab.com/methods/rotating-flip-charts</a>
<b>Ripple effect mapping</b>	Capture the consequences of complex programs, events, or activities	Participants brainstorm and then hierarchically map the effects or "ripples" of a program, event, or activity	8 to 15	60 to 120 minutes	Large sheets of butcher block paper taped to the wall, colored markers	<a href="http://www.extension.iastate.edu/professionaldevelopment/files/page/files/Ripple%20Effects%20Mapping%20Facilitator%20Guide.pdf">www.extension.iastate.edu/professionaldevelopment/files/page/files/Ripple%20Effects%20Mapping%20Facilitator%20Guide.pdf</a>
<b>What, so what, now what?</b>	Look back on progress-to-date and decide what adjustments are needed	Participants reflect individually and in small groups to reflect on what happened, why it's important, and next steps.	5 to 7	15 to 45 minutes	Flipcharts and markers	<a href="http://www.liberatingstructures.com/9-what-so-what-now-what-w">www.liberatingstructures.com/9-what-so-what-now-what-w</a>

<b>Journalistic six</b>	Stimulate thinking about an idea	Participants answer the 6 key questions that journalists answer in their news stories — Who? What? When? Where? Why? How?	Any	Depends on number of participants	Paper and pens	<a href="http://www.sessionlab.com/methods/the-journalistic-six">www.sessionlab.com/methods/the-journalistic-six</a>
<b>Journalists</b>	Define a vision	Group drafts a fictional press release or front page of a newspaper	2 to 20	45 to 60 minutes	Pens and paper	<a href="http://www.sessionlab.com/methods/journalists">www.sessionlab.com/methods/journalists</a>
<b>Dot voting</b>	Prioritize ideas	Participants cast votes using stickers or markers	Any	5 to 15 minutes	Flipchart, markers, dot stickers	<a href="http://www.sessionlab.com/methods/dot-voting">www.sessionlab.com/methods/dot-voting</a>
<b>Parking lot</b>	Maintain focus while ensuring important questions don't get lost	Important questions that are not fully relevant to the current focus are "parked" to be addressed and answered later	Any	5 to 30 minutes	Flipcharts or large post-it notes and pens or markers	<a href="http://www.sessionlab.com/methods/parking-lot">www.sessionlab.com/methods/parking-lot</a>
<b>Who, What, When</b>	Create a consensus on tasks and next steps	Participants use a WHO/WHAT/WHEN matrix to define actions they can commit to	2 to 10	15 to 30 minutes	Flipchart and markers	<a href="http://www.sessionlab.com/methods/who-what-when-matrix">www.sessionlab.com/methods/who-what-when-matrix</a>
<b>I used to think...but now I think</b>	Identify changes in mindset or opinion	Participants share how the exercise led to a new experience or change in attitude	4+	5 to 15 minutes	Post-it notes and pens	<a href="http://www.sessionlab.com/methods/i-used-to-think-but-now-i-think">www.sessionlab.com/methods/i-used-to-think-but-now-i-think</a>