GROUP FACILITATION TIPS

1. **Non-Participation**
   Leader Behavior Possibilities:
   - Confront the member with the leader’s or group’s perception of the lack of involvement. (We haven’t heard anything from you yet – what do you think?)
   - Use a redirecting question to try to facilitate participation. (What do the rest of you think about that?)
   - Be patient-member may just be slower to verbalize or may be shy.

2. **Monopolizing the Discussion**
   Leader Behavior Possibilities:
   - Use redirected questions to attempt to get other members involved. (Does someone else have a response to that?)
   - Express concern about time limitations for reaching group and individual workshop goals.
   - Use open-ended questions.

3. **Avoidance and/or Changing the Topic**
   Leader Behavior Possibilities:
   - Information-giving about action outside the group may be appropriate. (That’s a great question – let’s follow up on that after we talk more about this.)
   - Open-ended questions may be useful in gently helping the member to move into fearful or misunderstood areas. (What have people heard about alcohol on campus?)

4. **Silence**
   Leader Behavior Possibilities:
   - Be patient-the silence may indicate the transition phase or internalizing phase and may take care of itself.
   - Confront-this should be done carefully. Ask, “I wonder what this silence means:”
   - After waiting a bit, paraphrase the last member(s) verbalization.
   - Open-ended questions
   - Information-giving about group goals or outside person/place resources may help the group move on.

**Example of a Pull-In Question** (encourage others who have not been talking to express their views):
   - Poor phrasing: Do you agree with that?
   - Better phrasing: What do the rest of you think about that?

**Example of Open Question** (invite elaboration and explanation):
   - How do you feel about this?
   - Usually begin with what, when, how, who, where, or which.