

FACILITATION TOOLS

Tool	Purpose	Steps
Human Polling (Ice Breaker)	<ul style="list-style-type: none"> • Build rapport • Focus attention • Energize 	<p>Step 1: Select a question or topic related to the meeting purpose that could have many answers</p> <p>Step 2: Ask participants to indicate their response or preference physically (such as standing up).</p>
Sub Group Brainstorming (one of many different brainstorming versions)	<ul style="list-style-type: none"> • Encourage creativity • Generate as many ideas as possible in a short amount of time 	<p>Step 1: Divide large group into subgroups of 2-4 participants</p> <p>Step 2: State topic, give time limit and ask each group to choose a recorder/reporter</p> <p>Step 3: Subgroup generates a list</p> <p>Step 4: Go around the room; each reporter shares one idea</p> <p>Step 5: Repeat until all original ideas are shared</p>
Affinity Diagrams (grouping & narrowing)	<ul style="list-style-type: none"> • Draw out common themes from a large amount of information • Discover previously unseen connections 	<p>Step 1: Brainstorm on stickies (one idea per sticky).</p> <p>Step 2: Place all stickies on a wall</p> <p>Step 3: Arrange the stickies in “like” or affinity groups</p> <p>Step 4: Label each affinity group. 5-12 categories is ideal</p> <p>Step 5: Discuss to ensure everyone sees each group the same way</p>
Pick 3 Drop 3 (prioritize options)	Evaluate or rank preferences of the group	<p>Step 1: Select 3 options from the list that you believe would be most effective to implement – green dot or checkmark</p> <p>Step 2: Select 3 ideas that you think should be deleted – red dot or X</p> <p>Step 3: May repeat process to narrow further</p>
7 Ways (Solutions & Creativity)	Forces team members to come up with as many ideas as possible to solve a problem or create a new process.	<p>Step 1: Record description or list of issues related to the problem</p> <p>Step 2: Brainstorm at least seven solutions to the problem</p> <p>Step 3: Select the best solution(s) to resolve the problem</p>
Plus/Delta (process check}	Get feedback about the meeting effectiveness	<p>Step 1: Draw a “T” on flip chart or white board and put a + on one side and a Δ (Greek for change) on the other side</p> <p>Step 2: Ask the group to name what went well</p> <p>Step 3: Ask group to name what they would change</p> <p>Step 4: Discuss how to change the things in your or the group’s control</p>

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