

TIPS FOR FACILITATORS



FACILITATION TIPS

1. STAY FOCUSED AND PURPOSEFUL

Guide conversations to remain on topic and aligned with the group's goals.

Co-create a group agreement early to support respect, time awareness, and productive dialogue.

2. ENCOURAGE EVERYONE TO PARTICIPATE

Invite a range of ideas and perspectives.

Be mindful of quieter participants who may need gentle encouragement.

Avoid putting anyone on the spot—create multiple ways to contribute (e.g., small groups, written responses).

3. VALIDATE AND CONNECT IDEAS

Acknowledge contributions and thank participants for sharing.

Highlight similarities or shared experiences to strengthen connection and collaboration within the group.

4. ALLOW TIME FOR SILENCE AND REFLECTION

Pause intentionally to give participants time to think and process.

Silence can lead to deeper reflection and more meaningful contributions.

5. KEEP IT ENGAGING AND ENJOYABLE

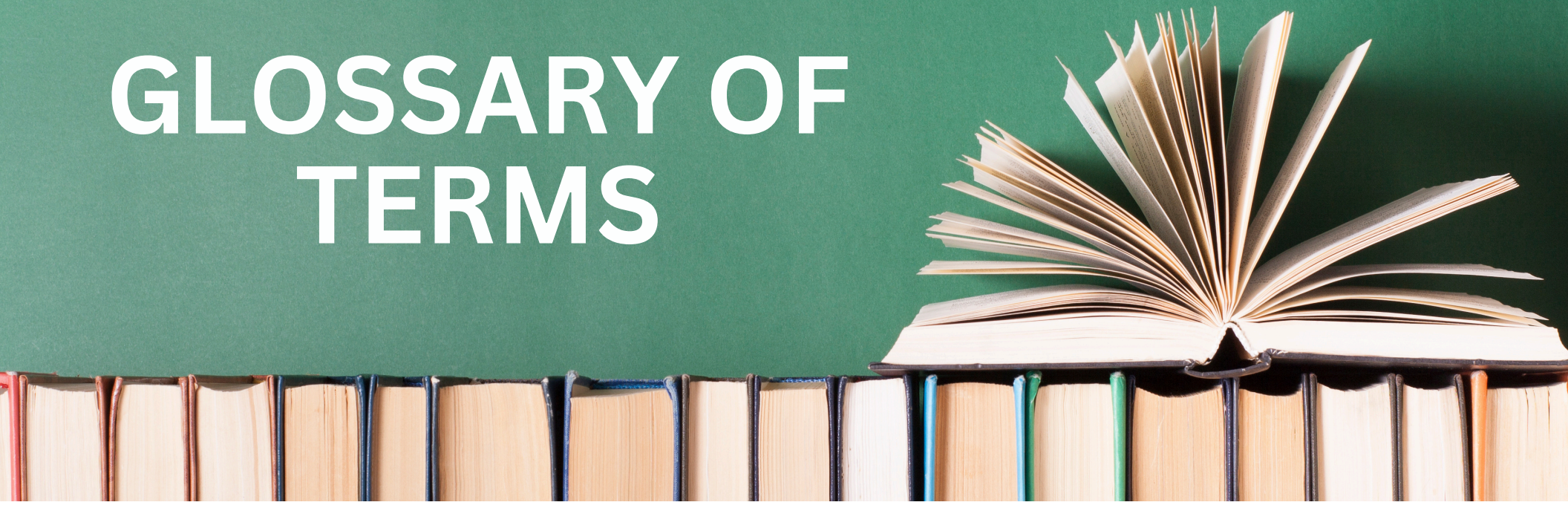
Model curiosity, openness, and playfulness.

Learning is most powerful when participants feel safe, connected, and energized.

FACILITATOR REMINDER

A STRONG COMMUNITY OF PRACTICE IS BUILT ON TRUST, SHARED LEARNING, AND RELATIONSHIPS. YOUR ROLE IS TO GUIDE—NOT LEAD—THE LEARNING.

GLOSSARY OF TERMS



Facilitator-A facilitator is someone who supports a group in achieving a specific outcome—such as learning, productivity, decision-making, or effective communication—by guiding the process in a collaborative and supportive manner rather than directing or controlling it.

Vision-A vision is a clear statement that describes what the group aspires to become. It articulates the guiding principles and long-term direction that shape growth and inspire positive change.

Goal-In the context of Communities of Practice, a goal represents the intended destination of the learning journey. It defines what members collectively aim to achieve through shared knowledge, collaboration, and experience.

Objectives-Objectives are the specific, measurable actions pursued throughout the Community of Practice’s learning journey. They represent short-term or secondary targets that support progress toward the main goal and promote continuous improvement while the community is active.



Early Learning Professionals
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