Facilitation Tips and Tricks

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In-person facilitation tips and tricks for **Student Leaders**

Giving Effective Directions

Make directions as clear as possible to avoid confusion when leading an activity. Use these steps to create a clear direction set:

1. Introduce a "go" word.
2. Use action words in chunked steps for the directions.
3. Set realistic time parameters.
4. Check for understanding.
5. Release, using the "go" word.

Before starting a direction set, make sure you have everyone's attention. It will help avoid extra questions.

If there is a complicated activity with lots of directions, break it into smaller chunks. Say the directions once, as directly and clearly as possible.

Example Direction Set:
1. When I say "go" you will. . . .
2. **Find** someone, **give** them a high-five.
3. You have **one minute** to do so.
4. What **questions** are there?
5. Ready, set, **go**!

Asking Questions

Asking good processing questions can help students grasp the point of the activity and make deeper connections to their learning. Use these tips to make questioning more meaningful:

1. Avoid leading and binary questions.
2. Use open-ended questions.
3. Keep the main point of the activity in mind as you facilitate the conversation.
4. Never force participation.

Affirm student answers. Make sure to respond neutrally and thank participants who answer.

Try not to answer your own questions. Instead, allow time for students to think and respond. Wait at least seven seconds before rephrasing a question or asking it again.

Calling on students by name can help build relationships and encourage participation.

More Tips and Tricks

While students are completing an activity or working independently, move around the room. This helps you to listen in on conversations, answer questions and keep students on task. If students are not comfortable s answering questions out loud, try different strategies such as a "think-pair-share." (Allow students to think of their own answers, pair up with a partner, then share their answers.)

- Use appropriate music to create a fun mood.
- Come up with a call back word, clap or sound to regain the attention of the group.
- Use inclusive language to help all participants feel comfortable.