

TOOLS OF THE FACILITATOR

The following are items typically used by a facilitator when conducting a group facilitation session (or most other types of meetings). While some of the items would be used with almost all of the common group facilitation methods, some would be used for specific methods.

GENERAL TOOLS

Plastic Container – to carry and store facilitating supplies and materials

Flip Chart Markers – non-bleed-through, darker colors, (enough for method being used); for writing ideas and other information during process

Writing Tablets – for participants' use, size or color isn't important

Pencils – for participants' use, #2 lead, enough for two for each participant, sharpen before session

Pens – because some people just like to use a pen rather than a pencil

Flip Chart Paper or Newsprint Sheets - for writing ideas and other information during process

Flip Chart Stand or Easel – to hold flip chart or newsprint paper, signs; check with location person to see if they are available on-site

Masking Tape – to tape flip chart sheets, newsprint sheets or sticky wall onto wall, regular or blue (check beforehand with meeting location person to determine if they allow tape on walls)

Small Paint Brush and Touch-Up Paint – in case masking tape pulls paint off of wall

Box of Push Pins – to pin paper sheets or sticky wall to wall if possible

Paper – regular copier paper, white and multiple pastel colors, full sheets and half sheets; for recording and displaying ideas when using the Workshop Method

Bright Colored Half-Sheets of Paper – for use in labeling/naming categories in the Workshop Method

Post-It Notes – larger size, 4"X 6" or larger; for writing and displaying ideas with a smaller-sized group (3-5 people); smaller Post-It notes are used to categorize and identify results

Color Coding Label Dots - removable adhesive, darker colors; for voting when ranking items identified by the process is desired

3"X 5" Index Cards – use as ranking cards for voting in Nominal Group Technique

Rules of the Day – either on paper as handout, on poster for display or both

Manila File Folders – for holding handouts (e.g., Rules of the Day), session questions and facilitator notes

Paper Clips – for holding various papers and sorted results together

Small Binder Clips – for holding various papers and sorted results together that are too thick for a paper clip

Rubber Bands – to hold together rolled flip chart or newsprint paper with results on them; to get attention of participants who are nodding off

Environmental Décor – inspiring, relaxing and/or humorous posters/artwork that will help establish a creative environment in which the process can take place

Mind Looseners – toys, Playdoh, candies; used to unleash creative instincts of participants

SPECIALTY TOOLS

Sticky Wall – to place and rearrange ideas and other information written on sheets of paper

3M Spray Mount Artist's Adhesive – to coat and refresh surface of sticky all; **Make sure the back of the can says that the spray allows repositioning!**

White Foam Board – used to hang sticky wall (using easels to hold foam board) when appropriate wall space is not available at meeting locale

Tape Recorder – for use if you want to audio record the group's session (often used with focus group interview process)

Audio Tapes – used when audio recording the group's process; use no longer than 90-minute, high quality tapes

Laptop Computer – used if any information will be presented to group using digital images

Digital Projector - used if any information will be presented to group using digital images

The use of additional tools not listed above may be necessary based on a specific method being used, the locale where the session is being conducted or the participants in the sessions. Having the right tools available, makes a facilitator's job much easier.

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