

A Simple Guide to

Facilitating Activities

This guide can help you by providing a structure to your presentation style. As you're learning and developing your own style, an aid like this is particularly useful. Just remember, though, it's only a guide. Modify it to work best for the group you're with or the game you're presenting.

Describe

Present the rules to the activity. Making the rules as simple as possible is usually the best technique. Speak clearly so that everyone can hear you. Be creative in your presentation, but don't confuse people with too much detail. Consider having the rules written down on a flipchart or handout as well, which will help people who process more easily by reading.

Demonstrate

No matter how effective your explanation, a brief demonstration will clarify the rules. Like the old Chinese proverb says: "I hear and I forget, I see and I remember, I do and I understand."

Ask Questions

Before starting the game, check to see if any of the participants need clarification. If you don't ask them, they may not ask you.

Do

Play it! Even if some people are uncertain about the rules, they will probably learn quickly once the action starts. If you notice confused looks and little or no activity, stop and explain or demonstrate again.

Adapt

Check to see if people are having fun. If so, let the game unfold and continue to observe. If you suspect that people's energy is flagging, either change some of the rules or change to a different game.

Debrief

At the end, pull everyone together to close the activity and re-establish that everyone is part of the same group. Use this opportunity to point out any lessons or themes, to ask the group if anyone wants to share anything about the experience, or to initiate a longer discussion that gets at themes the activity brought up for the group.