

## Group Facilitation Tips

### How to handle those trying to monopolize or talking too much?

- Set guidelines & expectations from the beginning (i.e. how much time each person has to share, to be respectful of time and allowing everyone to share, set a time limit that all sharing must be completed within, etc.)
- Remind people that listening is just as important as talking, if not more.
- Give bounded opportunities for those wanting to monopolize that may help divert their attention toward other things.
- Implement a raise your hand system that would indicate that someone else is wanting to share.
- Ask people to be on time in order to better manage time so everyone has a chance to share
- Perhaps the person talking, needs to be encouraged to lead a new group

### How to handle conflict?

- Set guidelines & expectations from the beginning (i.e. common courtesy rules, safe place to share, not a debate, etc.)
- Leaders need to bring the conversation back to the point (when discussions go wayward). Usually conflicts happen when getting off track so try and keep things moving forward in the right direction.
- Have a designated co-leader that can help jump in and support when needed.
- In certain situations, the leader may need to set up a personal meeting with the confrontational person to discuss respectful ways of disagreeing.
- In rare situations, perhaps find another group where the person would be better suited for.

### How to empower others to lead?

- Power of ask. Don't assume people don't want to, just ask.
- Make it easy! DBS is designed so that anyone can facilitate!
- Communicate from beginning – set expectations
- Visibility-explain how/what you are leading to show how simple it is.
- Engage quiet people by asking them to read or assign another task.
- Build trust by connecting with people outside of the group time.
- Affirm whenever someone shares, especially if they don't share much.
- In bigger groups, break down into smaller unstructured time for connection