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HOW TO CHOOSE A FACILITATOR

The Essential Check List

DO YOU EVEN NEED A FACILITATOR?

Before choosing a Facilitator ask yourself, do you really need one? A Facilitator can be a valuable help to your business, but not all situations require a Facilitator.

Tick if you
answer YES



Is your business experiencing times of change and uncertainty? ☐

Is your group facing unusual challenges? ☐

Does your leader need to work with the group (or be part of the group)? ☐

Does the group feel 'stuck' and is not achieving high performance? ☐

Is there a lack of commitment or action when it comes to implementing plans? ☐

Do you have to guide a large group through a conversation or agenda? ☐

Do you have a situation where innovation or creative thinking is essential? ☐

Is there intra-group conflict? ☐



WHAT TO LOOK FOR IN A FACILITATOR

If you answered "yes" to any of the previous questions, you may benefit from having a professional Facilitator help you with your group.

Here are some of the attributes you should look for in a Facilitator if you are considering hiring one:

Tick if you
answer YES









- **Professionalism** – does your Facilitator do this job regularly, as a primary business? ☐
- **Experience** – have they facilitated in a range of challenging contexts? Can they tell you what happened? ☐
- **Training** – has your Facilitator been trained formally in the techniques of facilitation and the psychology of groups? ☐
- **Results** – do they have a track record of results? ☐
- **Testimonials** – can they point to happy clients? ☐
- **Grit** – will they be able to hold your team focused on the important issues, even if it means sacrificing some easy immediate likability? ☐
- **Attitude** – does your Facilitator have a positive and agreeable nature? ☐
- **An ability to listen to the conversation and read between the lines** – will they be able to see the “real” conversation as it happens? ☐
- **An ability to reframe** – can your Facilitator reframe your business challenges and present them in constructive ways? ☐
- **A breadth of experience in business and life** – does your Facilitator have experience in business so they can empathise with your issues? ☐
- **Ability to access and implement a range of tools and group development models** – can they point to 30 or more techniques and tools at their immediate disposal? ☐



TRAPS WHEN CHOOSING A FACILITATOR

Here are the common traps to avoid when deciding on a Facilitator.

-  Choosing an agency person who seems likeable and charismatic.
-  You know someone who seems very outgoing and ask them to do you a favour.
-  Choosing the most senior person to 'take control'. You're the boss, right? So you 'should' be the Facilitator?
-  Choosing someone who always makes the team have fun - fun is good, but results are more important.
-  Selecting someone who promises to just step in and make it happen on the day without preparation.
-  Scrimping on the facilitation budget for a team meeting or conference that matters.

HAVE ANY QUESTIONS?

If you have any questions at all or would like to know more about choosing a Facilitator for your group work, please feel free to call or email us anytime.

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