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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.

Turning Leaf

ph: 02 9002 3100

matt@turning-leaf.com.au