

How Does Facilitation Work?

A group contacts a facilitator to assist it to work through its issues in a meeting or series of meetings. (“Selecting a Facilitator for Your Meeting” is available from the Judiciary’s Center for Alternative Dispute Resolution.)

The facilitator provides guidance on the process; group members are responsible for the content and decision-making.

The facilitator helps establish the mechanics of the meeting, such as the agenda, identifying necessary participants, timetable, and meeting logistics.

During a facilitated meeting, the group focuses on problems and solutions, often seeking consensus to resolve the issues. Ground rules or group protocols encourage broad and effective participation.

The facilitator keeps the discussion focused and on point.

After the meeting, group members receive a meeting summary that may include key discussion points and agreements, follow-up actions, and an agenda for the next meeting.



Prepared by:
The Center for Alternative Dispute Resolution
Hawai'i State Judiciary
417 S. King Street, Room 207
Honolulu, Hawai'i 96813
Phone: (808)539-4ADR (4237)
Fax: (808) 539-4416

Visit the Center's Homepage:
<http://www.courts.state.hi.us/cadr>



What Is Facilitation?

**Can it help me?
What are the advantages?
How does it work?**

WHAT IS FACILITATION?

Facilitation is a collaborative way to manage a group discussion to help the group identify and solve problems, make decisions, and complete tasks.

Facilitation encourages a cooperative environment so that the group can fulfill its purpose as easily as possible.

Facilitation creates a climate that invites creative thinking, protects individuals from criticism, and generates ideas so the group can reach its goals.

WHAT ISSUES ARE SUITABLE FOR FACILITATION?

WHEN CAN IT HELP?

- Clarifying Goals, Objectives, and Priorities
- Community Input Process
- Conference & Event Planning
- Interdepartmental Planning
- Organizational Change
- Problem Solving
- Strategic Planning
- Strategy Development
- Information Sharing

TYPES OF SITUATIONS THAT MAY NOT BE SUITABLE FOR FACILITATION

- Pre-determined Outcomes
- Debates Between Individuals

ADVANTAGES OF FACILITATION

Facilitation can help:

- Foster creativity and innovation
- Build consensus and commitment
- Mobilize participation
- Help align vision, mission and purpose
- Identify commonalities
- Summarize and organize participants' ideas
- Foster communication among group members
- Promote harmony
- Produce “doable” solutions