

Meeting Facilitation


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Description

The Department of Local Affairs offers facilitation of various group discussions. Facilitation by a third party can help groups more effectively work together to innovate, collaborate, and achieve meaningful results. Facilitation can be used to help a community with goal setting, budget determinations, team building, or to work through challenging and controversial decisions.

How to use the information

Your [DOLA-DLG Regional Manager](#) can help develop a well-organized group discussion by guiding a group through the various steps of facilitation including:

1. **Task identification:** What object or outcome is needed from a facilitated discussion? What issue needs to be addressed, or what result should be achieved.
2. **Meeting Logistics:** Is this a public meeting? What is the public's role if so? What equipment or technical support is needed? What information or materials should be shared before, during, and after a discussion? What communication is necessary, and with whom?
3. **Interaction:** Set ground rules, understand and respect varying points of view, manage the quality of group communication/listening, ensure balanced participation between group members, manage conflict and disagreement, address disruptive behavior.
4. **Process:** Does everyone agree on the problem or issue? What ideas does do members of the group have to address the issue/problem? Of these ideas, which are the most logical or best suited to address the problem? What action needs to be taken to implement these solutions? Who is going to be responsible for follow-up on these solutions?

Why this is important

Facilitation can promote quality communication, allow conflict to resolved, provide opportunities for all voices or ideas to be heard, and build consensus. Facilitation can develop buy-in and support for solutions, and create a productive environment for civil discourse and debate. Facilitation can help a community deal with conflict, make difficult decisions, and learn from one another.