
FACILITATING DISCUSSION

As a rule, a dynamic facilitator speaks less than 20% of the time. Below is a facilitating tool called ACTS designed to help you achieve this goal.

ACKNOWLEDGE EVERYONE WHO SPEAKS DURING A DISCUSSION.

- Recognize every person who takes the initiative to speak.
- Respond to nonverbal communication. (laughter, groaning, a deep sigh)
 - » 90% of communication is nonverbal.

CLARIFY WHAT IS BEING SAID AND FELT BY OTHERS IN THE GROUP.

- Ask the question, "If I'm understanding you correctly, what you're saying is..."
- Reiterating what has been said helps others pay closer attention and grasp concepts easier.
- Clarifying the statement also shows your group members, as the group leader, you care about them and listen to what they say.

TAKE IT BACK TO THE GROUP AS A MEANS OF GENERATING DISCUSSION.

- Don't try to be the answer person. This will become overwhelming.
- Ask the question, "What do the rest of you think about what was just said?"

SUMMARIZE WHAT HAS BEEN SAID BY EACH OF THE GROUP MEMBERS BEFORE MOVING ON.

- Offer statements like, "So far it seems like what we have been saying is..."
- Offer the chance to summarize the last few statements to someone else.
 - » "Could you try to summarize what everyone has said so far?"
 - » "What are the key points we've touched on?"
- This is your opportunity to make sure your group members leave this part of your group's discussion with the ideas or biblical principles you don't want them to miss.