

Guidelines for Facilitating Meetings

Each Keystone meeting has a specific focus or outcome, something you want the team to accomplish. Facilitating a meeting is about guiding the team toward that outcome.

- Keystone advisor and officers (planning team) facilitate meetings.
- The planning team may decide to share facilitation with Keystoneers on a meeting-by-meeting basis.
- Because all Keystoneers may facilitate at some time, everyone should review the strategies.
- Use the **Meeting Agenda** you prepared in advance to facilitate the meeting.

Facilitate the meeting	
Basic facilitation strategies	Quick tips
1. Prepare yourself for the meeting	<ul style="list-style-type: none"> • Keep in mind that, as facilitator, your role is to guide the discussion but <i>also</i> take part in it along with teammates. • Decide in advance how much you want to say so can show you're actively participating in the conversation but not doing all the talking. For example, share your ideas first to get the conversation going. • Think about how to create trust in the group and set the tone for others to share. One example is to remind teammates that, in brainstorming discussions, all ideas are valuable because they help the team think creatively. • Review the resource related to the meeting focus/discussion topic and get familiar with the content.
2. Start and end on time	<ul style="list-style-type: none"> • Start the meeting on time even if everyone hasn't arrived. • Keep track of time so the meeting can end on schedule. Sticking to the schedule shows respect for your teammates. • After the meeting, ask any latecomers to follow-up with a teammate to see what they've missed.
3. Follow the agenda	<ul style="list-style-type: none"> • Introduce the focus/discussion topic so teammates know what to expect in the meeting. • Focus on one agenda item at a time until it's resolved. • Summarize key points and check for agreement before moving on to the next item.

<p>4. Facilitate the discussion</p>	<ul style="list-style-type: none"> • If Keystoneers are distracted or not saying anything, get the conversation moving again with a question such as, “What other ideas should we think about?” • To focus teammates’ attention, summarize what the team just talked about or restate the meeting goal. • Ask the team for their opinions with questions like “What do you think?” or “What would you do?” • Be comfortable with silence, and give people time to think. • Encourage speakers with body language—such as smiling when they say anything or looking toward them often. • Refer back to group agreements as needed to remind everyone of the steps to take when a conflict arises. • If an agenda item needs more time, pause and ask the team if they’re willing to extend the meeting 30 minutes or add the item to the next meeting agenda. • Include everyone’s voice in the meeting. For example: use a practice like WIBYT—write it before you talk—to allow people time to think about what they want to contribute.
<p>5. Model a positive attitude</p>	<ul style="list-style-type: none"> • Show that you’re excited and enthusiastic about Keystone. Your teammates will reflect your attitude so it’s important to present yourself with enthusiasm and a positive attitude.
<p>6. Keep a pulse on the team</p>	<ul style="list-style-type: none"> • If team members are yawning, looking bored, fidgeting, staring into space or having side conversations, get the energy going again with a community builder, a stretch break or a snack.
<p>7. Create a safe environment</p>	<ul style="list-style-type: none"> • Make sure all Keystoneers feel comfortable and empowered to speak. For example, if a member interrupts someone, return to the person who was speaking and give them space to share their ideas. • Listen carefully and model an attitude of respect and openness to new ideas. For example, if a teammate offers an idea that is different from everyone else’s, acknowledge it with a statement like, “That’s really an original idea, and I’m glad you shared it with us.”