

10 TIPS

FOR FACILITATING A TRAINING SESSION OR MEETING



**Ask Short,
Open-Ended
Questions**



**Keep Everyone
Involved**



**Avoid Taking
Sides**



**Address
Participants By
Their Names**



**Explain &
Repeat Activity
Instructions**



**Embrace
Silence**



**Read the
Energy of the
Room**



**Be Attentive to
Participants'
Responses**



**Keep the Pace
Moving**



Recap