

Facilitation Tips

Before the Course Begins

- Make sure that people know all of the logistics of your course in any marketing materials you create (time, location, dates, objective of course, how to register)
- Once someone registers- create a reply that includes a thank you and when more information will be forthcoming.
- About a week before the course begins, send everyone, via email, all of the info they need to attend the course. You might want to BCC folks so email addresses stay private):
 - Date, times, location
 - What to bring
 - Ask if anyone has any particular needs that need to be supported
- One day before the course starts, email one last reminder and express your excitement about welcoming them to the course.

During the Course

- It is important to always establish group agreements- this can help with awkward situations that may arise. Being able to fall back on the agreements will be helpful.
- Remember you do not have to have an answer for every question! This can be very liberating! Even though you are the teacher, you are facilitating their awareness and exploration- feel free to answer a question with a question to support self-exploration and reflection.
- It is good practice to follow up after each class with an email reminder (within 1 or 2 days) of what you covered, any resources to explore and plans for next class.
- When leading a group, you may not be aware of what is coming up for individuals, you may want to offer to be available privately for conversation as needed.
- When creating sessions for your courses, create enough space and time for participants to share and reflect on their experience.
- Getting Feedback- You may want to get periodic feedback from participants throughout your sessions. It is NOT recommended to do this after every class outside of your practicum. If you do get feedback before the last class, keep it to 2-3 questions. During the last class it is always helpful to get anonymous feedback from

participants. This can be in electronic format or on paper. See sample questionnaire.

After the Course

- Follow up with participants and thank them for participating in your course.
- Share resources about any continued work you are doing or other opportunities to deepen their practice.