



Facilitation Basics for Your Work



Facilitation Tips

- **Life's too short!**- Focus on what's really important to your work group or training class. Is it the paperwork or practicing new skills?
- **Look the part!** - Dress one level above your pay grade to strengthen your self-esteem.
- **Get away from your desk!** - If you're chained to your desk, you're powerless. It's difficult to be flexible and adapt to rapid change if you're hiding behind your office door.
- **Choose battles carefully!** - Some things you just can't win. Draw your circle of influence and control what you can. Otherwise, let it go! Creating win-win situations requires compromise not conflict.
- **Focus on Choices!** - Ultimatums are instant demotivators. Controlling behavior invites defiance. Give people choices, even if it means giving up something.
- **Be prepared!** - Make things easier by avoiding procrastination. People who "wing it" usually go down in flames. Even if you miss things, knowing where the resources are can save the day.
- **Keep busy!** - "Idle hands are the devil's playthings," as the saying goes. When downtime occurs, focus people on new projects or solve nagging problems. Keep employees creative and constructive, not devious and destructive.
- **Enthusiasm - get some!** - We all work. If you don't like your job, do something else. Enjoy your purpose. Focus on your goals and achieve them. Ask yourself, "Is this working for me?" If not, why?
- **Like your coworkers, clients, students or boss!** - Make things easier for yourself by associating with people you like. It takes too much energy to adapt to the crazy, lazy or dazy people in this world. You can't change them, but you can choose different environments or groups.
- **Encounter learning with people!** - Encourage people to learn together or share new ideas. Facilitate innovation by continually learning! It's fun and contagious. Ask, don't answer.