

Facilitation Activities and Techniques

Activity or Technique	Description	Why	Supplies Needed
Parking Lot	Location to “park” <ul style="list-style-type: none"> - Topics off tangent - Topics off subject Questions that need answers	Keep group on topic and moving through the agenda and discussion at hand. Ensures everyone feels heard, even if their point needs to be saved for later.	Easel and paper, tape, sticky notes markers
Dot Exercise	Participants put dots (stickers or with markers) on topics/issues being reviewed by the group.	Allows all participants to have a say in any votes held during the facilitation.	Easel and paper, tape, markers, stickers
Post-Up	People post stickies on a wall or flip chart with ideas.	Generates a wide set of ideas on a specific topic.	Sticky notes, marker/pen
Affinity Diagramming	Group ideas or post-ups into similar groups and give those group theme names	Shows patterns across a wide view of ideas on a specific topic.	The sticky notes from a post-up or flip chart to write them into groups.
Force Ranking	Give people a number of votes. The people use the votes to rank issues by their order of importance. They can use all their votes on one idea/issue or spread them out.	Once everyone votes, you can see from the groups votes what is the most important thing to focus on.	List of ideas/issues they are voting on (on flip charts or sticky notes), a set number of stickers per person to serve as their votes.
Round-Robin / Go-Rounds	Every participant gets an opportunity to answer a question or voice an opinion on a topic or issue.	Ensures all voices are heard and have the opportunity to speak. Participants are given the option to skip if they are not comfortable commenting on a specific question or issue.	None.
Ping-Pong Back / Throw Back	When asked a question, turn it around and ask the group the question.	Ensures neutrality of the facilitator and ensures sharing from the group.	None.
Ideastorms	Start with one issue/topic. Ask everyone to call out all their ideas regarding that issue/topic without censoring or discussing them.	Allows participants to share without judgment and without over thinking. May allow for out of the box thinking.	Easel and paper, markers, scribe
Roleplays	Participants act out a situation in front of the group. After the group discusses the roleplay.	Allows participants to explore different reactions and practice skills.	Roleplay instructions and facts
Personal Take-Aways	Participants share key take-aways from the process.	You get more feedback than you might have with a survey or through written words.	None.