

# SUPPORT FOR GROUP DISCUSSIONS

To support your group discussions, you may choose a facilitator for each meeting. The facilitator's role can rotate among group members. Below are instructions and tips for the facilitator.

## 1. Role of the Facilitator

- The facilitator **guides the discussion**, keeps track of the **schedule**, and ensures that **all group members are heard and included**.
- The **role can rotate** with each meeting, giving everyone in the group a chance to practice facilitation skills.

### Tips for the Facilitator:

- Be **encouraging** and **aim to foster a positive atmosphere**.
- **Don't fear moments of silence**—they can create space for reflection.
- Remember, everyone's input is valuable, and there are no right or wrong opinions.

## 2. Facilitator's Tasks Before the Meeting

- Remind participants of the meeting time and location (whether online or in person).

## 3. At the Start of the Meeting

- Begin by **briefly outlining the objectives** of the discussion.
- Remind everyone of the **group's general rules**, such as maintaining respectful dialogue and confidentiality ([see "Principles for a Safer Space"](#)).

## 4. During the Discussion

- Ensure **everyone has a chance to speak**: you might ask quieter members directly for their thoughts.
- Keep the discussion **focused on the topic and within the allotted time**, while also allowing space for creative and constructive reflections.
- Encourage participants to **share their perspectives** and **consider each other's ideas**.

## 5. At the End of the Meeting

- Summarize briefly **what the group will take away** from the discussion.
- If desired, document key insights [here](#).
- **Thank everyone for their participation**, and agree on the facilitator and practical arrangements for the next meeting.