



# AISD CAC TRAINING

March  
Effective Meeting Facilitation

# Effective Meeting Facilitation

## Providing Structure

- Manage structure to get the most complete input from participants.
- Do not try to direct or control the comments of the group.
- Keep the group on track and on task.
- Arrange the space in a way that encourages participation and dialogue from all participants.
- Help visitors feel welcome with a quick introduction of each member at the beginning of each meeting.
- Make sure all necessary supplies are present and working:
  - Handouts, reference materials, projects



# Effective Meeting Facilitation

## Setting Objectives

- Establish ground rules with the Council, and enforce the ground rules during all meetings.
- Ground rules help clarify expectations for participation and acceptable consequences for participants who behaviors become difficult to manage.
- Clarify the purpose of each meeting to ensure that everyone knows why they are there.
- Set and keep to an agenda.
- Ensure goals and objectives are met.



# Effective Meeting Facilitation

## Managing Conflict

- Expect conflict and disagreements, and intervene appropriately if the group behavior becomes unproductive or unhealthy.
- Refer back to ground rules for handling conflict and remind participants about the big picture - it's all about our STUDENTS!
- Common group inhibitors include:
  - sidebar conversations, never ending discussions, personal attacks, personal agendas, pessimists, tardiness, attention-seeking, apathy, and participants who consider their opinions untouchable
- Facilitator interventions include:
  - identifying points of agreement, encouraging people to build on each other's ideas, allowing time for cooling off, and identifying deal-breakers verses points of compromise



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## Engaging Participants

- Listen attentively to each opinions shared, and provide positive non-verbal feedback to each speaker (eye contact, head nodding).
- Questions you can ask if no one is participating in the discussion:
  - Is this consistent with the data/mission or vision statement?
  - Is there another way to look at this?
  - How will this impact the students?
  - Can someone give me an example?
- Questions you can ask if several people are dominating the discussion:
  - Does anyone else have an idea?
  - Is there a student's perspective on this topic?
  - What was said at table two?
  - Let's hear from someone who hasn't spoken for a while.



# Confirmation of Training

AISD Thanks you for reviewing our CAC training module.

Please validate your participation in the training by clicking on the link below for acknowledgement.

[Verification Form](#)

