Signal Role Change
Facilitator Moves

PROCESS
• When you are facilitating a meeting and you want to contribute content, ask, “May I add something?” The group usually will concur.
• Move off to the side of the group. From this space, make a contribution in a credible voice.
• Without speaking, return to the facilitation space. In an approachable voice say, “Okay, let’s move on” or “How does that add to your thinking?”

ALTERNATIVES
• Instead of moving off to the side of the group, ask a participant to stand in your place while you occupy that seat and make your contribution.
• If you are seated, signal the change by broad changes in posture: leaning back, removing your glasses, briefly standing.

cont.
TIPS

• Physical signals are essential. Without them, some will not realize that you are temporarily stepping out of the role and will see the process as less than honest.

NOTES AND APPLICATIONS