

Helpful Hints for Facilitating Group Conversation

Encourage all participants to share facilitation. Give a copy of this guide to everyone who volunteers (available online).

Discussion Tips

- Don't answer your own questions or call on a person to answer the question for you. Create space for conversation.
- Start with an icebreaker or a launching question. Choose something easy to answer and fun to talk about. Something related to the curriculum is not necessary but it may be a great bridge to your study time.
- Get comfortable with silence and quiet (count to ten and rephrase the question).
- Encourage more than a yes-or-no answer.
- Anything else? How about someone else?
- Give affirmation whenever you can.
- Be a good listener – provide support, no quick fixes.
- Be sensitive to the leading of the Holy Spirit.
- Begin and end on time.
- Don't focus on getting through all the material – focus on helping people grow.

A.C.T.S.

Acknowledge everyone who participates including non verbal communication.

Clarify what is being said and felt. Use phrases such as *“let me see if I understand what you are saying...”*

Turn it back to the group. Don't be the answer person. *“What do some of you think?”*

Summarize *“so far it seems like we've been saying...”* or *“Could someone else summarize the key points so far?”*

Transition Tips

Provide transition between questions. Ask if anyone would like to read the paragraph or Bible verses. Don't call on anyone, but ask for a volunteer, and then be patient until someone begins. Be sure to thank the person who reads aloud. When reading the Bible; refer to the table of contents and page numbers as well as chapter and verse.