

# FACILITATION MATTERS

Make Your Meetings Count

## CHEAT SHEET

### Why it matters

Meetings are where decisions are made, progress is shared, ideas emerge – or where time is lost, people check out, and outcomes remain unclear.

**Good facilitation** makes all the difference: it brings **structure, energy,** and **inclusion** into the room. It's not about being the loudest voice – it's about guiding a space where every voice matters and the **team stays on track.**



### Best Practices

- **Clear purpose:** Start with one sentence: “What do we want to achieve today?” Make it visible for everyone to stay aligned.
- **Start strong:** Open with a short **check-in** or **energizer**. Even one word per person can shift the mood.
- **Balance structure and space:** Use an agenda and timeboxes – but keep flexible if the team needs to dive deeper into an important topic.
- **Engage participants:** Actively invite contributions: “Who haven’t we heard from yet?” or use silent brainstorming to include quieter voices.
- **Close with clarity:** Summarize key takeaways and next steps before ending.



### Avoid These Pitfalls

- **No agenda → no direction:** Without structure, meetings drift and participants disengage.
- **Too much control → no ownership:** Facilitating isn’t dominating – invite others to take roles or lead parts of the session.
- **Open loops → missed outcomes:** If decisions or next steps remain vague, you’ll be stuck in the same conversation next time.
- **Facilitator = speaker only → missed voices:** Don’t speak at your team. Create space with them.



### Practical Tips & References

- **Keep a sticky note** on your screen: “Whose voices are missing?”
- Use a **visible timer** to support timeboxing and avoid overruns.
- Add **variety:** visuals, music, breakout rooms, polls – bring energy to the room.
- **Rotate facilitators** in recurring meetings to build collective skill and ownership.



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