

Facilitation that participants can use in their work

A useful session helps participants make a meaningful change in their own work. Begin with what they should leave able to do, keep presentations focused, and give them substantial time to practice with real materials.

Content

Keep the session connected to practice: limit presentation time so participants can spend at least half the session working with the ideas themselves.

Bring real work: ask participants to bring a notice, a plan, or a meeting they own. Practice on that.

Facilitator role: participants know their own programs. Your role is to offer useful questions, guide the conversation, and keep the group on time.

Access: ask in advance what participants need. Arrange captions, spoken-language or sign-language interpretation, translated or accessible materials, and alternatives to dragging or timed activities. Build access into the session from the beginning.

Follow-up: schedule a short check-in to learn whether participants were able to use what they completed.

Next steps

- **Session plan template** — program page </library/ja-facilitation-session-plan>
- **Facilitation path** — program page </practice/gp-5>

Practice paths this supports

- Planning a learning or facilitation session