## Handout Two: Ten Tips for Facilitating Discussion

1. Paraphrasewhat a participant has said so that he or she feels understood -- and so that the other participants can hear a concise summary of what has been said.
2. Confirm your understanding of a statement or for clarification about what was said.
3. Compliment the contributor of a relevant or insightful comment.
4. Extend a participant’s contribution to the discussion with examples, or make suggestions for a new way to view the problem.
5. Quicken the pace to energize a discussion. Use humor, or encourage the group for more contributions.
6. Diplomatically disagreewith a participant’s comments to stimulate further discussion.
7. Arbitrate differences of opinion among group members and ease any looming tensions.
8. Combineideas, demonstrating their relationship to each other.
9. Alter the method for obtaining participation to change the group process, or ask the group to evaluate presented ideas.
10. Summarizethe major views of the group and bring a discussion to closure.