



S o what's a Facilitator?

I'm only going to say this once and I mean every word. ***In this role, you hold a lot of power and influence. You can make a real difference in people's lives.*** Learn to do it well, and it will serve you forever.

- First things first....what the heck is a Facilitator?
 - ***The definition of "facilitator" is someone who makes something "easier" for another person. "Facile" means easy or effortless.***
- Your job as a Round Table facilitator...
 - Is to ***create a space where conversation and sharing is made easy, natural or effortless.***

- How can one person make other people open up, be vulnerable, or share what they think?
 - This one is a bit tricky, but ***be honest, be caring, ask good questions, listen well, and people will know that you have their best intentions at heart.***
- Isn't this a job for an adult or someone with experience?
 - Do you need experience to talk to a friend? ***All you are doing is giving a similar kind of attention, kindness and curiosity to people you may not know (yet) at a time when we all need it.***



3 Key skills a Facilitator must keep in mind

Ok there are more than 3, but let's start with these...

- Be a leader, and people will follow...
 - I know it's weird, but **people will respect your authority simply because you're asking the questions.** You decide the topics. You decide when it's time to move on. Just let people know that you're moving to another question. You can ask an individual a question just to get the conversation going. You decide when to give the quiet people some air time to engage them. You decide when to share your own answers and experiences. You're the boss. Be balanced. Be gentle. Take care of people and you'll do great!

- Ask good questions. Start simple, then build.
 - **Warm people up. Share something about yourself.** "How many dog people do we have?" "How about cat people? Not me!"
 - Build gradually to deeper questions. Ask follow-up questions if something peaks your curiosity. Not everything will be interesting to everyone. This is normal.
- Listen, Repeat, Expand & Use Names!
 - **You must not only listen, but look like you're listening** when someone's talking.
 - Use people's names
 - Repeat part of their answer, and
 - Expand the question. **"Ronda, you said at first you didn't realize how serious Covid was, so when did hit you?"**

Questions to get on your way!

Here are just a few categories and sample questions. Remember you're there to have a conversation, not to judge the answers!

○ Ice Breaker Questions (easy, fun questions)

- On a 1-10 scale, with 5 = "just OK," and 10 = "great!" How are you doing right now?
- What's the weirdest thing you've experienced since Covid started?

○ Time bound Questions (helps jog memories)

- When did you first realize that Covid was for real or serious?
- When do you think we'll go back to normal? (3 months, 6 months, etc)
- When school first went remote, did you think it was Good? Bad? Did you hate it?

○ Deeper questions (when group is warmed up)

- Do have a different outlook than you did a year ago?
- Do you know anyone for whom this time is hardest? What makes it so difficult?
- What helps keep you sane these days?
- What's the best, coolest thing a teacher did in the class or for the class during this year?
- If you met a fortune teller who could see the future, what questions would you ask?

○ Planning Questions (check-in at the end)

- How has this Round Table been for you?
- Would you want to do it again? What could we talk about next time?
- Should we hold one for younger grades?

Additional & Thematic questions

O H.S Juniors and Seniors

- For seniors: what has the college application process been like for you during COVID?
- Are there any challenges, advice, or general info you'd like to share?
- For everyone else: do you guys have any questions about colleges you'd like to ask (particularly to upperclassmen / seniors), or just generally anything you'd like to share, like what colleges you want to attend, or location, etc.

O Difficulties & Concerns:

- What are some of your concerns or difficulties you are facing as of right now?
- If you have been at home during this past year, how are you able to utilize your time?

- If you have attended school in person, how has it been for you?
- How close have you or your family gotten to COVID? Have you been close to someone who has passed?

O Positive and Forward Looking:

- It is clear that 2020 has been a very difficult year. But in what ways has this year been beneficial to you and your life?
- During this time, who or what helped you and who or what have you helped?
- What positive changes in you or in people or the world around you have you noticed?
- Were you able to see your friends safely and in-person? Do you have any recommendations?

O Feedback from Peers

- Would you guys want to do this again
- What do you think is important to discuss?