**10 top facilitation tips that you can introduce and practice gradually:**

**Remember: Success is not that you have delivered your message, but that participants have taken it in! You should motivate them to listen, understand, engage and reflect on what you have shared.**

**Clarify to yourself what the purpose of the session is (formal and informal purpose), adapt to the environment, the participants and the resources and input.**

1. Make sure that you know **who your participants are** and what they already know. Be clear on why this presentation is important and relevant to them – how this will help them do their work – and make it clear to them too. Remember that people have different learning styles – you need to address the different ones as you go along.
2. Plan and make **meta-communication** (explain the frame, what you are going to do, why and how) – as a minimum at the beginning to give a framework/overview and at the end to sum up. Even better to do it at regular intervals. Make a visual overview and refer to it on the wall as you go along for example so that everyone is onboard.
3. Use **different forms of media**: power point slides, write on flip charts, show a short video, ask groups to come up with an input, etc. If it is a longer session (more than half a day), you must include different forms of group work and other activating methods to keep up energy and engagement. Humour always helps! Engage participants and tap into their knowledge.
4. Do NOT use the power point slides as a list to yourself of what you need to cover. Make separate notes for that, and **use the slides to provide the participants with clarity and overview** – use figures and pictures to illustrate your point.
5. **Activate participants** after maximum ten minutes – ask for their questions, experiences or other inputs. Be patient and give time – they will come forward.
6. When they do, always **appreciate their input** and then address it – create a trusting atmosphere where participants feel free to contribute without fear of looking stupid.
7. Always **face the audience** - many presenters turn their back as they read the slides on the wall – turn the computer and read from the screen so you can face the audience.
8. **Speak loudly, slowly and clearly and vary the tone of your voice**.
9. **Continuously register the mood and energy among the participants** – are they comfortable and attentive? If not, you need to address this by introducing an energizer, ask them how they wish to proceed etc to re-create a good learning environment.
10. **Use your body**: Move around among the participants. This is also a good way to stop small-talking and/or excessive use of phones. Just go near and people will stop…

**Have FUN!**