



Facilitator's Helpful Tips

1. Ensure equitable participation by introducing [Community Agreements](#)
2. Strong facilitation is key! You want to give everyone a voice, but **FRAME** the conversation
3. Keep everyone on topic: Let them know when the discussion has drifted. Every now and then, repeat the topic under discussion.
4. People **directly impacted** by racism are the core audience
5. People must speak to their **lived experience**, not their opinions
6. Give people no longer than 4 minutes to speak
7. Watch group vibes: Look around the room to see how people are feeling. Check out body language. If people seem bored, you may have to take a break or speed up the pace. If people look confused, you may need to slow down. If people seem tense because of unvoiced disagreements, you may have to bring concerns out into the open and remind them this is a LISTENING PROJECT and there is NO DEBATE.
8. Ask open-ended questions and for help from the group: Give problems and questions to the group. For example, "We seem to be having trouble resolving this issue. What do you think we should do?"
9. Encourage everyone to participate: Show respect for members' experience. Use encouraging questions like, "Does anyone have anything to add on that subject?" or "Does anyone feel the same?" One way to ensure quiet people get a chance to speak is to do a round. In a round, you move around the room with everyone getting a minute to present their views. Another is to ask "does anyone who hasn't spoken yet, want to add anything?"
10. Encourage people to submit written testimony
11. You must have official documentarians for the listening project (photographs, notes and video)



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12. Stay in your role as facilitator: There's really no such thing as "staying neutral" and that's okay - but try to draw out different perspectives and help the group listen to each other before making decisions. When you must add your own ideas, let people know you are "stepping out of your role as facilitator"
13. Don't feel that you need to be an expert or have all the information. Your job is to raise questions, not to answer them.
14. In Listening Projects, there is **NO DEBATE!**