



# Definition of facilitator

**A facilitator helps the team** free itself from internal obstacles or difficulties so members may more efficiently and effectively accomplish their goals.

**A facilitator guides the team's work** without directing it, helps the team discover ways to address challenges and maintains safety and trust within among members.

**A facilitator brings structures and processes** to help the team accomplish its goals.

**A facilitator appreciates and values** what each person contributes.

# A facilitator's responsibilities

## The facilitator is responsible for:

- **Establishing** agreements among members to guide their interactions, learning, and work.
- **Helping** the team use data to establish learning goals for the team and members' students.
- **Recommending** procedures and strategies for accomplishing goals.
- **Refocusing** members when necessary.
- **Engaging** every member fully.
- **Listening** deeply to all members to understand their perspectives, values, and needs.
- **Supporting** individuals and the team to maintain safety and trust.
- **Maintaining** a safe environment for honest interaction.
- **Addressing** assumptions and challenges that threaten the team's ability to reach its goals.
- **Checking** perceptions.
- **Modeling** effective communication skills.
- **Remaining neutral** when that stance is appropriate for the type of team and its goals.
- **Guiding** ongoing evaluation of the team's effectiveness and results.



What do facilitators need to know and be able to do to fulfill their responsibilities?

What attitudes or beliefs must they hold?

KNOWLEDGE	SKILLS	ATTITUDES/BELIEFS
What must facilitators know?	What must facilitators be able to do?	What must facilitators believe or value?