

Spoke Facilitator Tipsheet

The Role of the Spoke Facilitator: to support everyone to do their best thinking and to support engaging discussion by:

1. Establishing a relaxed and inviting tone

Facilitator will:

- warmly and genuinely welcome everyone to the gathering
- create a shared space where attendees are at ease expressing ideas and responding to others
- provide refreshments; sharing food helps foster connections and ease within a group
- find opportunities to infuse humour; well-placed humour is always welcome

2. Coming prepared:

Facilitator will:

- have a set of prompt questions to invite sharing of thoughts, opinions, reflections or ideas
- plan different ways for people to mingle and connect with many people in the room
- consider splitting into smaller groups to exchange introductions, ideas, learning experiences

3. Encouraging participation: everyone has different levels of comfort and enthusiasm for speaking their minds, thinking out loud or taking risks in sharing their ideas in a group discussion

Facilitator will:

- draw attendees out
- respect those who choose to participate by listening
- help everyone feel heard
- reduce the incidence of criticism and evaluation

4. Promoting mutual understanding: attendees come from various and diverse personal experience which will bring richness to the discussion;

Facilitator will:

- be inviting and positive
- encourage mutual understanding
- **stay neutral** thereby honouring all contributions to the discussion
- listen – everyone will have the confidence that someone is hearing them

5. Planning time to wrap up the discussion

Facilitator will:

- Wrap up on a positive note
- Invite comments and thoughts from the group
- Consider asking attendees to share new ideas or thoughts that have emerged from their participation in the Literacy and Learning Symposium sessions and the group's discussion
- Thank everyone for their contribution