



Group Discussions: Facilitator Cheat Sheet

Your Role as the Facilitator:

To guide reflection, spark dialogue, and connect learning to real work - not to deliver answers

Before the Session

1. Watch the Video Lesson:

- Note key quotes, moments, or insights
- Consider how it connects to your team's current context

2. Review the Discussion and/or Learner Guide:

- Highlight 2–3 key questions
- Choose prompts that feel most relevant or actionable

3. Reflect Personally:

- What insight resonates with you and why?
- Be ready to share something authentic to model openness

4. Plan Your Bookends:

- Opening idea: "This is a safe space to reflect, there are no right or wrong answers."
- Closing idea: "What's one thing you'll try or think about differently this week?"

During the Session

1. Set the Tone:

- Invite reflection, not performance
- Encourage honesty and curiosity
- Use humor or stories to connect

2. Guide, Don't Dominate:

- Use open-ended questions
- Invite quieter voices to join by adding an online whiteboard, chat, or sticky notes option

3. Keep the Conversation Flowing:

- Use follow-up prompts:
 - ◆ "What's an example of that?"
 - ◆ "How could that show up on our team?"
 - ◆ "What makes that hard to do?"

4. Bridge to Application:

- "How can we try this idea out this week?"
- "What's a low-stakes way to practice this?"

After the Session

1. Recap or Reflect:

- Share 1–2 team takeaways or insights
- Encourage small actions or continued conversation

2. Repeat:

- Hold discussions on a steady cadence
 - ◆ Consistency builds learning habits
 - ◆ Keep it simple, light, and relevant