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Tips for Facilitation

Group Facilitation Strategies

At the end of each section, consider the opportunity for reflection and discussion. Discussion can occur in a group of learners synchronously if learners are available in person or on video conference or asynchronously on a discussion board. Whether video conferencing or asynchronous, it is important to have an online presence.

Asynchronous: Asynchronous facilitation occurs when a group of people are learning the same material but viewing it in their own time. Usually, there is an online discussion space for interpersonal and interprofessional learning and reflection (Hanna, 2020).

Tips for Asynchronous Online Facilitation

- Familiarize yourself with the technology—logging in, participant list, discussion platform.
- Set communication etiquette ground rules for the discussion for your group (sample available in Appendix C).
- Post the discussion questions for your group to respond to.

Tips for Synchronous Online Facilitation

Be explicit, be clear:

- Expectations about participation may need to be spelled out very clearly, in multiple places, multiple times
- Participants may need time to become comfortable contributing their ideas, remind participants there are no wrong answers
- Simple online etiquette rules (e.g. introducing yourself before you speak in a synchronous environment, avoiding use of CAPITALS in the asynchronous setting) should be addressed. Consider providing these ahead of time
- Provide support and gives learners adequate time to work with new applications and technology: keep tasks very simple at the start to reduce anxiety (Hanna, 2020)

Don't let technology take over

- The more complex it is the more likely there will be "bumps" – go with the flow
- Develop contingency plans that will allow conversation to move forward in the face of glitches (Hanna, 2020)

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Make full use of your Co-Facilitator (if applicable):

- If you have a co-facilitator, use them for modelling collaborative practice, content or process support, tech support and mentoring
    - Ensure you both do reflective debriefing after every module
    - If you do not have a co-facilitator, be open about your need for support from others

Continue to reflect to allow growth from activity to activity (Hanna, 2020)