

## **FACILITATOR GUIDE and TIPS**

### ***Suggested “Ground Rules”***

- 1) Be present. Bring all of yourself to the discussion. Set aside distractions.
- 2) Everyone is responsible for this space.
- 3) Trust people’s lived experiences. Start from a place of belief.
- 4) Everyone is invited to speak; it is not a requirement. (Each participant determines the extent to which they want to participate.)
- 5) What else can we add? Ask for suggestions from the group and add them to the list – this invests your participants in the creation of the space. Make sure to get agreements from everyone on the ground rules before proceeding.

### ***Reminders for Facilitators:***

- 1) The intent of these discussions is to bring our communities together to discuss The Hate U Give and you should expect participants to discuss racism. Try to link discussion points to the *systems of racism* and the *systematic disparity and disproportionality* within these systems.
- 2) We build trust through careful listening and respectful disagreement. Your role as a facilitator is to manage and enforce the ground rules and ask follow-up questions when needed. You may need to “unpack” several statements along the way.
- 3) It takes courage to do this. This is important work and can leave you with a variety of feelings afterwards. If you would like to talk about your conversation or bounce ideas around, please reach out to us or another colleague also doing this work. Debriefing with your partner is very helpful.
- 4) Facilitate with another person whenever possible. Reach out to our team if you need someone to co-facilitate with you.
- 5) It’s okay to make mistakes. Growth and learning can be uncomfortable.
- 6) Practice self-awareness; think about when you are speaking up and when you are not.
- 7) Care for yourself; practice forgiveness and letting go.
- 8) Do not focus on “fixing” everything.
- 9) Respect confidentiality; pay attention to what is yours to share and what is not.

## **Managing the Discussion**

(Also known as “What do I do or say now?”)

### **If someone interrupts:**

Move on to the next speaker, encouraging orderly conversation. Remember that people like to talk, and in many cases you will be able to move from one participant to another.

**“Thank you for your insights and sharing. Would anyone else like to share or have a comment?”**

### **To clarify a point someone has made:**

Paraphrase what a person has said to clarify the point and move the conversation to a deeper place. When you paraphrase try to do it in a way that makes it easy for the speaker to correct you.

**“What I’m hearing is \_\_\_\_\_. Is that correct?”**

### **To dig deeper:**

Ask a probing or follow-up question to the speaker to get clarification.

**“Can you say more about that?”**

**“Let’s unpack that.”**

**“Why is that important to you?”**

### **Engaging participants to respond to a comment that was made:**

Ask a “reaction question” that invites other participants to comment on the last speaker’s comments in some way.

**“Does anyone else have a different view?”**

**If the conversation gets “off track” or you need to redirect things:**

Ask a new starting question. Go ahead and shift the conversation if you need to. You are a moderator.

**“In the interest of time we are going to move on.”**

**“I’d like to bring us back on track now.”**

**What if it gets quiet and nobody says anything?**

Let there be silence.

Often, facilitators feel pressure to keep the conversation flowing, so they are troubled by silence and try to fill it with a probing question or by changing the topic.

**It’s okay to sit in the silence and give people a little space to find their way to what they want to say.**

**What if someone says something outrageously offensive?**

It just might happen. Someone might say something that takes you aback – something that sucks all the air out of the space. Yep, it could happen.

Let the comment sit.

Check the reaction of the others in the space.

Invite others to comment and respond.

**You can also ask for a few seconds of silent reflection and then go around the room and ask each person to share one word about how they feel.**

Remember, you aren’t here to fix anyone.