Facilitator Roles

1. Design a process

2. Design agenda

3. Communication between meetings

4. Record keeping

5. Meeting logistics

6. Meeting facilitation

Facilitator Skills and Attributes

- Confident but humble
- Good listener
- Reliable
- Organized
- Fair/neutral
- Problem solver
- Respected

- Reasonable/logical
- Comfortable speaking
- Confidentiality
- Leadership
- Comfortable with technology
- Note taking