
A Tour of Stakeholder Engagement Methods: Group Facilitation Techniques

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Group Facilitation Techniques

(adapted from “Facilitator’s Guide to Participatory Decision Making” by Sam Kaner)

- Diverse Communication and Learning Styles
 - Visuals, words, graphics
- Paraphrasing:
 - Use your own words, summarize, help support people to think out loud and to feel reassured
- Drawing People Out:
 - Use with paraphrasing, ask “Can you say more about that?”, “What do you mean by...?”, “How so?”
- Mirroring:
 - Formal way of paraphrasing - Repeat it verbatim, use their words not yours
- Gathering Ideas:
 - Suspend judgment, do not discuss ideas, mirror or paraphrase what the group members say
- Stacking:
 - Help people take turns when several people want to speak at once, relieves facilitator of knowing the order of hands, say “Would all those who want to speak, please raise your hands?”, “Susan, you’re first. Deb, you’re second. Bill, you’re third.”
- Tracking:
 - Keep track of the various lines of thought going on at the same time within a single discussion, say “It sounds like there are three conversations going on right now. I want to make sure I’m tracking them.”, “Am I getting it right?”
- Encouraging:
 - Create opening for participation, don’t put anyone on the spot, Ask “Who else has an idea?”, “Is there another perspective on this issue?”, “Is this discussion raising questions for anyone?”
- Balancing:
 - Ask for other views that may be present but not yet expressed, silence does not mean consent, ask “Are there other ways of looking at this?”, “What do others think?”, “Does everyone else agree with this?”



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- Making space:
 - In a fast-paced discussion, invite quiet members to speak, look for body language cues, ask “Was there a thought you wanted to express?”, “Did you want to add anything?”, structured go-arounds
- Intentional Silence:
 - Lasts only a few seconds, give speaker extra quiet time to discover what they want to say, allow everyone to catch up
- Listening for Common Ground:
 - “Let me summarize what I’m hearing from each of you-I’m hearing a lot of differences but also some similarities.”

Participant Sample Agenda

**Implementing Technology and Medication Assisted Treatment
and Team Training in Rural Colorado**

Boot Camp Translation Kick-Off Meeting



Alamosa County Public Health Department 8900 Independence Way Alamosa, CO 81101		Friday, March 17, 2017 8:30am – 3:30pm
AGENDA		
8:00 – 8:30am	Please arrive in time to get settled and grab a cup of coffee	
8:30 – 12:30am	Welcome, Overview, Introductions Opioid Use Disorder and Medication Assisted Treatment Educational Presentation (with Dr. Josh Blum) <i>15 minute break at 10:30am</i>	
12:30 – 1:15pm	Lunch	
1:15 – 3:00pm	Discussion <ul style="list-style-type: none"> ▪ What does this mean to you? What surprised you? ▪ What do we want our communities to know about OUD and MAT? ▪ How do we share those messages? <i>15 minute break at 2:15pm</i>	
3:00 – 3:30pm	Wrap Up: Summarize and Next Steps <ul style="list-style-type: none"> - What comes next? - Conference calls schedule - Next face to face meeting 	



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Facilitator Sample Agenda

Implementing Technology and Medication Assisted Treatment
and Team Training in Rural Colorado

**Boot Camp Translation Kick-
Off Meeting March 17, 2017**

AGENDA		
8:00 – 8:30am	Arrive, begin breakfast	Have room set up by 8:00am
8:30 – 8:40am	Welcome and Overview <ul style="list-style-type: none"> - Brief review of IT MATTRs Colorado, BCT, and reason we're here. - Group communication (raise hand, name tent) - Logistics (bathroom, photos) 	Don and Mary
8:40 – 9:05am	Introductions <ul style="list-style-type: none"> - Name, where live, what you do, icebreaker 	Mary and Group
9:05 – 9:25am	What is Boot Camp Translation? <ul style="list-style-type: none"> - Overall goal, origins (show Sugar/Mood video) - Remind group of future meetings and calls (expand/contract) - Re-iteration of IT MATTRs Goals (in particular, what this IS about and not about. Treatment, not prevention, not harm reduction, etc.). 	Don Sugar/Mood BCT video. Show 2-3 slides reviewing study goals from Team Kick-Off Mtg?
9:25 – 10:30am	OUD/MAT Boot Camp Medical Expert Presentation will cover <ol style="list-style-type: none"> a. OUD: what is it? b. Epidemiology: stats! Maps! c. How did we get here (historical context, contributors to current epidemic) d. Neuro-physiology: What happens in the brain when taking opioids (enough info, but not too clinical) e. Treatments, including MAT and others 	Josh Blum Note: Don and Mary help facilitate this section, as needed. Medical Expert can take Qs and handle situations, but know the facilitation team is also there to help monitor things.
10:30 – 10:45am	Break	
10:45 – 12:30pm	Continue education presentation	Josh Blum
12:30 – 1:00pm	Lunch	
1:00 – 2:15pm	Discussion <ul style="list-style-type: none"> ▪ What does this mean to you? What surprised you? What puzzled you? ▪ Focused Qs on messages and actions (tweak with Jack) 	Don and Mary
2:15 – 2:30pm	Break	
2:30 – 3:00pm	Continue Discussion/Brainstorming	Don and Mary
3:00 – 3:30pm	Wrap Up: Summarize and Next Steps (time is cushioned here) <ul style="list-style-type: none"> - What do we do next? - Conference calls schedule - Next face to face meeting 	Don and Mary



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Notes:



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