

## Facilitation tips

Woohoo! You decided you wanted to facilitate the new Climate Change PowerPoint! Welcome aboard!

Here are some little tips you can use when you are preparing and delivering the presentation.

### **Tip # 1: Get familiar with the presentation before delivering it**

Read the entire presentation and the accompanying notes as you prepare so you know what the presentation is about. This will make it easier for you to know when it is the right time to make segues between what people are saying and what you are presenting. It will also make it easier to say: "this is a great question and we will cover this topic a bit later in the presentation".

### **Tip # 2: Focus on the whole presentation, not each slide separately**

The slides work together to create the presentation. For some slides, there is more to say, while other slides are just there as a reminder to say a few words. If the slide is only a few words, keep it to a few words, don't go off on a tangent just because there is a slide. Each slide is not designed to be a separate presentation, the slides work together to create the story. So if the slide is meant to be short, keep it short.

### **Tip # 3: Create a welcoming atmosphere that will encourage participation**

People participate more when the facilitator genuinely wants to hear what folks have to say. People can tell whether you are actually interested in their answers. For example, if you answer your own questions or repeat information already said by participants, people will quickly understand that they don't need to say anything for this to work, and they will stop participating.

### **Tip # 4: Create links between what participants are saying and what the presentation is about**

The presentation does not have two distinct parts: the part where you talk and the part where the participants talk. Facilitating is like dancing with a partner, you might be leading, but it still takes a team effort to make it work. Use your knowledge of the presentation to make links between people's comments and the topic at hand. This will help create a conversation rather than a lecture.

### **Tip # 5: Have fun**

Do not take yourself too seriously. You are not meant to be an expert on climate change. See yourself more as the person who guides the group through the presentation rather than the teacher. You can learn a lot from hearing what people share. So, remain curious and open and have a great session!