ABOUT THIS FACILITATOR GUIDE

Purpose of Having Facilitated Discussions
Who can benefit from using this guide

How To Navigate This Document

GETTING STARTED

Best Practices for Facilitation
Embrace uncomfortable silence.
Respect different opinions.
Use both/and thinking.
Own your perspective and experience.
Acknowledge power and privilege in the room.
Additional practices.

What To Do When Conflicts Arise
Personal scripts
oops/ouch/whoah protocol
Other strategies

Practical Considerations for Facilitation
Group discussions logistics
Deciding on schedule and location
Materials to provide
How to communicate

Additional Resources for Facilitators

EXAMPLE SESSION SEQUENCES
End-of-act discussions
Topic-specific discussions
Combinations

Structuring Discussion Sessions

Suggested Structure for the First Discussion Session
1. Review goals of the LTW program and of the discussion sessions
2. Introductions
3. Norms of discussions
5. Structure
6. Small group discussions and share out
7. End-of-session reflection
Suggested Structure for Subsequent Sessions

- Content warnings
- Session goals
- Expected preparation
- Discussions and share-outs
- Reflections

MENU OF EXAMPLE DISCUSSION SESSIONS

- Act 1 Session
- Act 2 Session
- Act 3 Session
- Module 1 Session
- Cultures of Excellence Session
- Incivility Session
- Bias Power Hierarchy Session
- Communication Session
- Lab Management Session
- Leadership Session
- Mentorship Session
- Mental Health Session

MENU OF DISCUSSION PROMPTS FOR SPECIFIC TOPICS

- General Discussion Prompts
- Cultures of Excellence
- Bias and Power
- Upstander/Bystander
- Collaboration
- Communication
- Mentoring
- Mental Health
- Lab Manual
- Leadership
- iREDS
MENU OF ACTIVITIES
Active Listening
Identifying Values
Practicing DMF
Recognizing TRAGEDIES
Personal Scripts

MENU END-OF-THE-DAY REFLECTIONS
3-2-1 Reflection:
"I Used To Think, Now I Think"
Minute Paper