Facilitation styles and guides

We all know the style of facilitation we like to experience, and this will influence how we ourselves facilitate others. However, it can vary depending on the tasks being performed and the people in the group. Here's a list of features to encourage in facilitation, drawn up by the ARC Implementation Fellows in 2021.

- ✓ Not boring.
- ✓ Be allowed/ encouraged to be creative.
- ✓ Have an output.
- ✓ Build relationships and trust and vision.
- ✓ Link to what is needed back in the real organisation.
- ✓ The task should be relevant.
- ✓ A relaxed humorous environment (the right atmosphere).
- ✓ Inclusivity not an autocratic approach.
- ✓ Hear and listen to everybody.
- ✓ Progressing towards a clear goal (purpose).
- ✓ A journey with an agreed purpose.
- ✓ Friendly and warm.
- ✓ Clear goals.
- ✓ Change the pace by breaking meetings up.
- ✓ Be alongside not didactic.
- ✓ Collaborative.
- ✓ Fun tasks.

You can make your own list and ask others to do the same to give ideas about how to facilitate the groups of people you might encounter. It's important to remember that you might have to change your style – rather than expect others to adapt to your preferred style!

There are countless guides, manuals and book on facilitation. Here are some guides/books we like and think you might find useful. The first is a general guide to facilitation tasks and skills, the second is directed towards implementing evidence in health and social care. Both are good reads. The final one focuses on digital facilitation.

NHS Institute for Innovation and Improvement (2019) *A Handy Guide to Facilitation*, available at www.england.nhs.uk/improvement-hub/wp-content/uploads/sites/44/2017/11/2010_handy_guide_to_facilitation_final_low-res_-1.pdf

Harvey, G. and Kitson, A. (eds) (2015) *Implementing Evidence-Based Practice in Healthcare: A Facilitation Guide*, Abingdon, Routledge.

Howspace, 'The Digital Facilitation Playbook', available from www.howspace.com/digital-facilitation-playbook