**Developing an Outcomes-Focused SPIL: 3 Easy Steps**

**On-Demand Video Training**

**Suggestions for Facilitating**

The facilitator is responsible for guiding the group through the agenda, keeping conversations on track, and ensuring each participant’s voice is heard. Below are some tips for how to accomplish these tasks:

* **Prepare in advance.** View each module before it is shown to the group. Make sure you know what will be involved in setting up and viewing the presentation, completing the exercises, and discussing the expectations of the assignments. You do not have to be an expert in the material to facilitate the process.
* **Create an atmosphere of trust and openness.** The group discussion and exercises involve brainstorming, so it’s important everyone feels safe to share ideas.
* **State your objectives at the beginning of the meeting.** Explain to participants what they are about to see and do.
* **Establish ground rules.** Rules help participants know what is expected of them and how they can work in community to accomplish a goal. An example of a rule might be that participants will not have side conversations and read email, but stay involved in the group process.
* **Help keep participants focused.** Each slide of each module contains important information. Remind participants if necessary that this is a rare opportunity to learn valuable material and to take advantage of that opportunity to the fullest.
* **Complete the assigned exercises.** It is very important that participants actually do the group exercises in these modules—and in a serious and collaborative manner. Try to create that expectation from the beginning.
* **Make the exercises relevant.** Use the exercises in each module to produce real, practical products that will help the SILC.
* **Encourage everyone in the room to be actively involved.** Sometimes calling on individuals who tend to hold back can help them feel more comfortable participating. It’s important to get as many perspectives as you can, not just those of the more vocal participants.
* **Summarize the group’s accomplishments at the end of the agenda.** It’s very helpful to the group to have a brief review to reinforce what has been learned and decided.
* **Capture any questions or unresolved issues that arise during the modules.** Contact IL-NET with any questions that can be answered afterwards.