

# Values Navigator™ Facilitator Tips & Tricks

## Understand your role

As a facilitator, your role is to move the group through an engaging conversation. This means making sure everyone has an equitable amount of time to share their views, asking probing questions when helpful, and keeping track of timing.

## Be comfortable with the pause

When you ask a question, it takes time for others to form an opinion and then articulate it. Don't jump in to fill the silence. Someone will speak up.

## Be an active and inclusive facilitator

The team may have habits that may not support the most innovative and inclusive environment and you, as the facilitator, can help bring those behaviors to light in a non-judgmental manner. Take an active role in acknowledging and supporting behaviors that ensure all voices are heard and valued.

## If some people have been silent

Ask them if they have anything to contribute at different times without making them feel like you are putting them on the spot:

- “[Insert person’s name], what are your thoughts on this topic?”
- “For those of you who haven’t chimed in yet, what are your thoughts on this topic?”
- “[Insert person’s name], what are your thoughts about the values you’ve heard others suggest?”

## Trust the process to achieve results

These cards are designed to tap into the wisdom of the group and spark meaningful dialogue. Sometimes the group needs to diverge and explore different options before aligning on the best path forward. This is an expected and important part of the process that should be supported and encouraged. However, it should be actively managed to ensure progress towards your goal in a timely way.

## Do what works for you

There’s no one right way to lead the discussion, so feel free to facilitate in a way that works best for your team.

## If one person is dominating the group

Help balance the discussion in a respectful way, without completely shutting down that person:

- “[Name], thank you for your input. I appreciate it. I also want to hear from others in the room.”
- “We’ve heard quite a bit from this side of the room (gesturing to the side that person is on), now I’d like to hear from the other side of the room.”
- You can also thank the person, and then ask other individuals specifically for their thoughts.

## Be relaxed; set the tone

The first rule of good conversation is to ensure your guests are at ease. Through your words and body language, project to others that this is an open, relaxed, and safe environment.

## Be as objective as possible

Your role as facilitator is to be impartial and stimulate insightful reflections and conversations among the participants.



# valuesnavigator™

## CONTACT US:

[learnmore@bluebeyondconsulting.com](mailto:learnmore@bluebeyondconsulting.com)  
or 510-733-5417.



Blue Beyond is a management consulting firm that specializes in the people side of business – culture, talent, organizational effectiveness, change management, communications, and diversity, equity, and inclusion. We serve clients throughout North America and globally, including Fortune 500 companies, non-profits, universities, and small- and mid-sized firms. Founded in 2006, Blue Beyond is headquartered in the San Francisco Bay Area with additional team members across the U.S.

Learn more at [bluebeyondconsulting.com](http://bluebeyondconsulting.com) or call 510-733-5417

 @bluebeyondteam  /bluebeyondconsulting  /bluebeyondconsulting