



Notes for the facilitator from our Facilitator Guide:

Discussion Guidelines: Guidelines that are generated by the group at the beginning of a session can help build a framework for more open, respectful dialogue and participation. One thing to remember is that guidelines, or “ground rules,” may be culturally exclusive. As a facilitator, it is helpful to think critically about what or whom guidelines include or exclude, considering privilege, power, roles, etc. Some tips:

- Take notes, model and refer back to the guidelines as needed throughout the session.
- Post guidelines, visible for everyone to see during the session.
- Offer commonly used guidelines such as agreeing to disagree, confidentiality, respecting each other’s ideas, gender pronouns and the right to choose not to answer a certain question.
- In an ongoing group, consider consequences and how to deal with conflict.

Discussion Guidelines (10 Minutes)

Framing: *A set of community guidelines that are established and agreed upon by the group encourages mutual respect and an inclusive, welcoming environment. This activity provides an opportunity for participants to share what they need from the group in order to fully participate and work towards the group’s goals.*

Action:

- **Facilitators** introduce the activity and ask participants to collectively generate guidelines and ground rules for the training. Guiding question: “What are guidelines for how we want to interact during this training?”
- **Facilitators** write suggestions and ask follow-up questions about why participants would like to include specific guidelines.
- Once the guidelines are written, **Facilitators** check with the group to confirm that everyone is able and willing to adhere to the guidelines, and determine together what to do if participants don’t adhere to the guidelines.
- The guidelines should remain in a visible place so that everyone can refer back to them as needed.

