

# Roles of Meeting Participants

## **The Facilitator**

### *Responsibilities:*

- To remain content neutral by not contributing, judging or evaluating ideas generated by the group
- To listen actively to all group members
- To seek agreement and understanding among group members by speaking effectively
- To navigate by guiding the process toward desired outcomes
- To seek involvement and participation from everyone
- To help ensure group agreements and time specifications

### *Sample Introduction:*

“I am here to help you reach the goals you set out at this meeting and to help you get through your agenda. I will remain content neutral and not contribute any ideas without your permission to step out of my role. I will make process suggestions and be as helpful as I can. Please feel free to give me feedback if you would like. I am here for you.”

## **The Recorder**

### *Responsibilities:*

- To remain content neutral and not participate in the meeting
- To create a visible, written record of the meeting
- To write down the group’s ideas by using direct quotes and not paraphrasing without permission
- To ask the group to slow down if he or she needs more time

### *Sample Introduction:*

“I am here to record what will be taking place at this meeting. I will not contribute my own ideas without first asking permission to step out of my role. Please let me know if I miss something you said or incorrectly write something. This is your meeting. I am here to help you.”

Having a skilled recorder document the meeting is vital to the success of the meeting and any subsequent work that springs from it. The following tips can assist recorders in making posters and charts that are easily read and understood.

### ***Recording Tips:***

- Title your posters.
- Bullet information.
- For the bullets, alternate earth tones (green, blue, purple, brown, black).
- Highlight with light colors (red, pink, yellow, orange).
- Use abbreviations such as ppl, grps, ldrshp.
- Use symbols when appropriate: money (\$), up (up arrow), down (down arrow).
- Leave adequate white space between bullets.

## The Group Member

### *Responsibilities:*

- To contribute ideas
- To be open and honest with concerns
- To actively listen to others
- To commit to following the process and working by the agreements

## For Meeting Participants: How to Get the Most out of this Training

- ✚ **Find the Aha!:** During the course of the training, try to identify at least one idea that will have made the training worthwhile. Even if you have been to a similar training, there is always something new to learn. The idea will be there ... it's up to you to find it.
- ✚ **Network:** A training workshop is an excellent opportunity to expand your universe of contacts. Seek out people you don't know well. Everyone here has specific areas of interest and expertise. Finding out what those things are can be valuable and fun.
- ✚ **Get Involved:** Ask questions. Make contributions. Actively participate in the exercises. You will benefit much more by taking an active part in what goes on rather than sitting on the sidelines.
- ✚ **Take Notes:** Why let even one good idea get away? Taking notes can help you concentrate and organize your thoughts.
- ✚ **Apply What You Hear To Yourself:** Don't settle for abstract knowledge. As you learn new approaches and techniques, relate them to yourself and your organization.
- ✚ **Don't Call the Office During the Training:** There will always be a problem that you feel sure "only you can handle." In most cases, it can wait. In a real emergency, they can find you.
- ✚ **Enjoy Yourself:** Start relaxed and you'll leave refreshed, inspired, recharged. This is your time. Get all you can out of it.