

# Facilitating a Bitesize Event



## Purpose

As a line manager, you may feel that you need to enhance your training facilitation skills to get the most from running Bitesize events.

This short guide aims to provide you with a handful of quick tips and hints to help you to look like a pro and avoid falling into any of the common pitfalls.



## Basic principles

You **aren't** putting yourself up as **the** expert on the topic:

- You don't have to have all the answers at your fingertips.
- You don't have to know all the material off-by-heart.



## Specific tips

1. When writing on a flipchart don't rest your writing hand on the paper (it will make your writing too small for people to read). Use different colours for alternate lines. Write in capitals to keep it legible.	2. Lay out the room according to your needs – if people need to see a screen, avoid a boardroom table style. If they are going to be working in small groups, go for cabaret or café style if the room allows for it.
3. Use a countdown timer to time activities and keep people informed about how much time they have left.	4. If using slides, press B or W on the keyboard to blank the screen if you need to. Press the same again to return to the slide. Make sure you're not between the projector and screen.
5. Use the group to share some of the facilitation tasks such as time keeping, writing on the flipchart or capturing outputs.	6. Make sure you have set some ground rules regarding people's use of their mobiles – for calls or texts and emails. Also for other interruptions such as being needed for a decision. People, including you, need to focus on the event.

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<p>7. If you lose your place in the Facilitator Guide or the Slides, don't try to hide it...be open and say something like, "Chat amongst yourselves for a moment whilst I get back on track."</p>	<p>8. When listening in to discussions, use a post-it note to jot down points you hear that you'd like to refer to in the feedback sessions. This is really helpful, especially if you can name the person who raised a good point. It shows recognition and appreciation</p>
<p>9. When listening in to discussions, remember to just listen and prompt – don't take over. If you take over, the whole point of getting the attendees to think is diminished.</p>	<p>10. You don't have to be speaking to be in control. So long as you are happy that it is going forward then you ARE in control, even if someone else is sharing a long anecdote or people are discussing.</p>
<p>11. After a feedback session avoid "giving" the group a stock answer on a slide or in a workbook. If you fall into this trap people will wonder why you bothered asking them to think!</p>	<p>12. Encourage questions and comments or anecdotes, they make it all more engaging and take the pressure off you.</p>
<p>13. Keep an eye on the session timings. It's OK to run over in one session if the group are getting value from it – but you will need to decide where you will claw the time back from later in the session.</p>	<p>14. If the discussion goes off track, bring the group back on topic– gently but firmly – 'I can see there are lots of interesting views on the subject – maybe we can follow these up another day. For now, I'm going to bring you back to the task in hand'.</p>
<p>15. Allow yourself plenty of quiet time for preparation – to familiarise yourself with the materials and messages – and run through the session enough times to ensure you are familiar with how it flows.</p>	<p>16. Relax – enjoy it and see it as a learning experience for you, both in terms of the material and the skill of running training.</p>