



FACILITATION OF CO-CREATION WORKSHOPS



GENERAL ADVICE

- **Acknowledge and thank** those involved for their **time** and **contribution**.
- **Ensure equal speaking time:**
 - Be sure to seek input from everyone. Example: “Can we hear some other points of view on this topic?”
 - Pay attention to weaker or dissenting voices. For example: “Can you say more about this?”
- **Reflect the viewpoints** of participants and **check for clarity**. For example: “What I’m hearing is...” or “Is that what you mean?”
- **Emphasize areas of agreement** rather than differences of opinion.
- Participants may not understand the **instructions** fully or in exactly the same way. The idea is to make them clear enough for people to move forward. Sometimes this room for interpretation is what makes the most creative ideas emerge. It’s helpful to know this as a facilitation team and share it with the members of your subgroup if necessary.



ONLINE PARTICIPATION INSTRUCTIONS



- Choose a quiet place and keep your microphone off when you are not speaking.
- Turn your camera on and use Zoom in gallery mode to see all participants.
- Turn off all programs that send you notifications (email, text messaging, WhatsApp, etc.).
- Keep the video in full screen mode to avoid distractions caused by other open windows.



GROUND RULES



- Ensure equal speaking time.
- Build on the ideas of others (encourage “Yes AND,” not “Yes BUT”).
- Respect confidentiality.
- Adopt an open and non-judgmental posture.
- Quality of presence (listen to your emotions before reacting).

