

Quick Tips to Get Things Back on Track

Confidence and agility as a facilitator take time and practice to master. Here are a few tips to help to ground you in that moment when you realize that things have taken an unexpected and possibly disastrous turn.

1. Take a Break

The group likely needs it and you do too. Include fresh air and movement if possible. Clearer heads will prevail.

2. Highlight what has been accomplished thus far

Doing a recap will affirm progress and give your brain additional time to process new possibilities.

3. Target the source of the problem

Why are things off the rails? Is it a process issue? A group dynamics/ personality problem? Choose your strategy to match the source of the problem.

4. Make explicit what you are noticing, and what choices the group has

This does three things: it makes explicit something that groups might be struggling with; it helps people organize their [muddled] thinking; and it reminds everyone that responsibility for the outcome lies with the group.

5. Change the learning modality

If you have been relying heavily on listening and logic, see if you can find a way to make the process more visual or introduce some physical motion. Learn more about designing your meeting to include multiple learning styles: [Various Kinds of Smart](#).

These are just a few of the 10 tips to build your agility as a facilitator that we cover in the e-course [Off The Rails But Still On-Track](#).

Our e-courses are designed to take your facilitation skills to the next level. Check the website for upcoming course dates and use coupon code **SAGE10** for a 10% discount.