

The Role of the Facilitator:

To be a neutral/impartial person, maintaining an impartial attitude about the discussion content, during the discussion.

Be careful to keep your personal views and perspectives out of the discussion.
Over appreciating one person's response over another's might be perceived as taking sides.

To allow each person in the group to express their ideas as clearly as they can. To help each person feel they have been heard

Writing down the core of a person's stated thought(s) helps them see and confirm the facilitator and the group has heard and understood what they wish to express.
Keep track of who may not have spoken yet so you can encourage input from all.

To be in charge of the process, help the group use their time in a focused and productive way. Keep the group on track.

Be willing to respectfully interrupt when necessary to give another person air-time or to move forward with the next topic at hand.
Redirect discussion back to the topic when "war-stories" distract or take too much time.

Respects each person's contribution and models respect for diverse ideas and perspectives

Write down each person's idea(s) and respectfully acknowledge each person's contribution.
Intervene when someone's "attacked", acknowledging differing views and challenging ideas is different than a personal attack. This is a dialog not a debate.

Assists in clarification of expressed ideas by asking for additional information, summarizing ideas to confirm accuracy, and confirming understanding among the group members

I may be helpful to restate the core idea and any associated feeling expressed to confirm with the individual their idea(s).
Remove any unnecessary or "negative" terminology (cuss words, racist terminology, etc.) and replace with more neutral wording that can express similar concepts.