

LATE NITE ART presents

7 Tips For Facilitating Meetings

An illustrated checklist by [LATE NITE ART](#)
Based on the Creative Empowerment Model,
created by [Partners For Youth Empowerment Global](#)

1. DON'T DIVE INTO THE DEEP END

The beginning of every meeting is critical in building trust. Start slowly and build a sequence of activities that eases people into the process. This helps dissolve people's resistance, and creates safety. **LNA example:** We start every event by getting groups to pair up and answer the open question, "What are you celebrating?" This immediately dispels nervousness and gets everyone's voice in the room.

2. INCORPORATE MOVEMENT

During long meetings, engaging the body helps refocus attention, decrease resistance, and connect participants with their emotions. This can take the form of a stretch, a body scan, or be as simple as a high-five. **LNA example:** We rotate chairs every 5 minutes to activate the body, and re-focus on the next task. Each time we rotate, it creates a fresh start.

3. SET THE GROUP UP FOR SUCCESS

When a group feels successful, they are far more likely to participate. By intentionally structuring your activities with small challenges, you are setting the group up to succeed and come together. **LNA example:** Our first prompt asks participants to connect a series of dots made by their partner, and create a new image. This low-risk activity welcomes the imagination of each participant in the room, and sets the groundwork for group collaboration.

4. ACKNOWLEDGE DISCOMFORT

Don't assume everyone will be enthusiastic about your ideas. And if they aren't, don't let that hijack YOUR enthusiasm. When you acknowledge the resistance or discomfort in the room directly, people will more likely let go of it. **LNA example:** We often preface high risk activities with, "I know this feels wild/ridiculous/different, but stay with me here."

5. MODEL INSTRUCTIONS WITH VULNERABILITY

As a facilitator, it's easy to separate yourself - to be the one asking questions, without revealing anything personal. **LNA example:** When we are asking the group to answer a deep question like "what is a challenge you are facing as a leader?," our facilitators will model that question vulnerably themselves during the instructions. This opens the door for participants to be vulnerable with one another.

6. CURATE THE ENERGY (IN YOURSELF & IN THE ROOM)

At every moment, team members will range from being engaged, tired, shut down, wide open, or totally bought in. How you curate energy affects how the team responds. Meet them where they are AND bring them where you want them to go! **LNA example:** At the end of an event, groups often become reflective. To match the energy, a facilitator might debrief with uplifted energy.

7. KEEP THINGS MOVING

Have your team keep up with you, rather than wait for you to move things along. Once they're bored, you've lost them. **LNA example:** While facilitating, we keep a steady momentum with our instructions and sequencing. Whenever we see eyes starting to drift, we know it's time to move on.

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