SCAFFOLDING CHEAT SHEET

Purpose: To help facilitators structure activities so participants gradually take more ownership, develop problem-solving skills, and feel confident applying what they've learned.

1 Start with Structured Choices

Offer clear, limited options during the early stages of an activity. This gives participants immediate
ownership while ensuring decisions are manageable.

- Example: "Would you like to start with the discussion questions or the materials setup?"

2 Rotate Roles for Equal Participation

Build engagement by assigning and rotating roles so everyone contributes meaningfully. Rotate mid-activity to broaden skill development.

3 Guide, Don't Solve

Instead of jumping in with solutions, use reflection prompts that help participants think through challenges.

- Example: "What's one other way you might approach this?"

4 Build Visual Ownership

Encourage participants to track progress and highlight strengths through visual tools—such as charts, boards, or decorated space—so accomplishments feel tangible.

5 End with Goal-Setting

In the debrief, invite participants to set personal goals based on what they learned. This helps transfer skills beyond the activity.

6 Celebrate Small Wins

Acknowledge incremental progress, effort, and collaboration. Reinforcing growth over perfection builds confidence and motivation to try again.