

# Methodology Name

## *Facilitator guide*

[Picture?]



Delft University of Technology

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# Before the Session

## Facilitation

In value deliberations like the one you will host, multiple parties cannot resolve issues by themselves and will need a good facilitator to help them do so. An effective facilitator should guide a discussion towards a favourable conclusion for all the involved groups. At its core, your role is to keep parties together to talk and to listen to each other – there is no other way for the involved parties to achieve their objectives. Therefore, it is important that you be neutral and manage the discussion process. Furthermore, to be effective, you should understand the core issues of the issues at hand sufficiently so they can ensure the important topics for the discussion are dealt with, but not necessarily direct participants towards one solution or another.

## Required Materials

- Poster (x1)
- Post-It's (Many)
  - Three colours that fit the poster sections
- Pens/Pencils (one for each participant)
- Ranking forms (two for each participant)
- Laptop to you to compile rankings

## Participant Checklist

It is critical that participants are willing to listen to each other during this process. Check:

- Have the participants been informed they are invited in an effort to reach better mutual understanding?
- Do the participants acknowledge that that other participants will present viewpoints that may conflict with theirs?
- Do the participants agree to actively listen to the other participants' viewpoints?

# During the Session

## Procedure

Explanation for steps (brief; to act as reminders). *It would be best to keep the below steps all on the same page.*

1. Greet your group and let the organizer welcome the participants to the session and remind them of the goal: to discuss a problem they all share using a new values-based approach (these two steps can be done in any order). The organizer will also clarify what that problem is.
2. The organizer will present to the participants about each of the solutions that have been proposed OR develop solutions to the problem (consider “do nothing” as a solution).
3. Ask the participants to individually each list, using the provided post-it notes – and in good handwriting, a benefit and disadvantage about each of the solutions. Provide them sufficient time to each complete two arguments and remind them not to think too hard about what they write. Collect all the notes and place them on their respective section (divided by alternative and benefit/disadvantage).
4. Read each of those post-it notes out loud so every participant in the group can hear them, and then place the post-it note onto the poster. Ask the

participants to rank the four solutions in their order of preference, with 1 being their most preferred and 4 the least. Collect their rankings into the Excel calculator.

5. Give an overview of what values are and ask the participants to write down values they associate with each of the solutions. Collect those post-it notes and place them on the poster. Read the values out loud and ask the participants to share why they associate those values with each of the solutions. Allow the participants to have a detailed discussion.
6. Ask the participants to rank the solutions again using the same ranking system as before (1 being most preferred and 4 the least). Compile the rankings into the Excel calculator.
7. Ask the participants why they did or did not change their ranking. Thank the participants for their time. The organizer(s) might provide closing statements, including the next steps for the group.

## Reminder Checklist

- Participants may become agitated if they feel they are being spoken over, not getting the chance to speak, or their contributions are not valued. As a facilitator, you can remind the group of that they agreed to listen to each other.
- Etc.
- Etc.

### Check:

- Do any participants speak over one another?
- Are there any participants who are not contributing to the discussion (because they may feel alienated or otherwise disengaged)?
- Are any participants becoming agitated?

## Questions?

Contact: [xxxxxxxx@xxxx.xx](mailto:xxxxxxxx@xxxx.xx)

Want to use this methodology?

Visit: [jasonrwang.github.io/valuestoolbox](https://jasonrwang.github.io/valuestoolbox)