1. **Ice Breakers & Energizers**

Ice Breakers are ideal to get people interacting early on in the meeting and are particularly helpful for new groups coming together. In addition, they help take the group members mind off the meeting content, whilst concentrating on working with each other in a light-hearted way. Furthermore, the icebreaker activity will make each group member feel included, and provide a bridge into the meeting itself. The guiding principles of selecting an icebreaker are that they should be:

* Fun and engaging for the participants
* Short and simple
* Bring relevance to the subject matter of the meeting or training

**Energisers**

Energisers are ideal to raise personal energy levels within the group. Use these, where necessary, at appropriate intervals throughout the day, to re-vitalise the group. You can build up your repertoire of energisers by reviewing training manuals, sharing ideas with colleagues and thinking up your own.

The key principles of using energisers are:

* They should be fun and uplifting
* Make them short e.g. five minutes
* Conduct them with sufficient space
* To be mindful of any potential health and safety hazards e.g. no chairs or equipment in the way
* They are not physically too demanding and that everyone in the group will be able to participate

1. **ANALOGIES AND METAPHORS**

This technique helps your meeting participants focus and crystalize their thinking and understanding of an issue. It can also be used to emphasize key points of a topic under discussion. This technique is especially applicable for information that is difficult to understand or explain in simple terms. ANALOGIES AND METAPHORS involve using figurative language to explain and clarify the meaning of a specific issue. In addition to this primary goal, it can also help people to learn and think in new ways.

An analogy is a comparison that points out the similarity between the like features of two different things. For example, one could make an analogy between a heart and a pump or between a brain and a computer. As another example of an analogy, these meeting facilitation techniques are like a carpenter’s toolbox. They give you the specific tools you need to effectively deal with diverse meeting situations.  They not only provide the basic hammer, nails, and handsaw but also the more sophisticated specialty tools required to complete nearly any potential meeting objective.

A metaphor is a figure of speech that applies a term or phrase to something in order to suggest a resemblance. To say one is “drowning in paperwork” or “walking on thin ice” are examples of metaphors.

The facilitator can use the ANALOGIES AND METAPHORS technique as a communication strategy or as an exercise for participants.

When to Use ANALOGIES AND METAPHORS

* When a key point is difficult to understand on its own
* When you want to make a point or explain something in a different way
* When you want to emphasize a point
* When you want to express personal perspectives in an impersonal but powerful way

1. **Simulations**

A simulation is an activity that attempts to replicate the dynamics of a complex situation in which people or processes interact with each other. Simulations are similar to role plays in that the participants learn by doing and experiencing. The main difference is that, in simulation, they remain themselves and do not take on new or assigned roles. A simulation may be used to examine how people or processes might react if certain events or constraints were allowed to happen. The main benefit of a simulation is that it provides the opportunity to experience a situation and participants’ reactions. Although the processes are designed to be as close as possible to the real thing, they are still controlled within the exercise. In some simulations, experimentation is encouraged. As with role plays, the success of a simulation will depend largely on the quality of preparation.

The main steps to consider are:

* The simulation requires clear focus: What is the situation to be recreated by the simulation? What processes are involved in this situation?
* What is the simulation designed to illustrate?

· The function of each of the groups or individuals within the simulation must be identified. The greater degree of description, the closer the simulation may come to represent reality but the lower the scope for creativity and inventiveness by participants developing the role.

1. **Storytelling**

To enhance the participant’s learning, tell stories, metaphors, anecdotes, and examples.

1. **Playback**

The facilitator should always play back the participant’s words when summarizing or writing on the flipchart

1. **Framing**

When giving participants a task, always frame task with parameters (why / purpose, what, how to do it,   
how long)

1. **Reflection/Deflection**

The facilitator never answers a question, they always throw back to the individual asking or the wider group.

1. **Summarizing**

The facilitator asks a member of the group to summarize what’s been said to check people’s understanding.