



Co-Facilitation And Team Teaching

Great teamwork is the only way we create the breakthroughs that define our careers.

—Pat Riley

Tips When Co-Facilitating

Please refer to the Guidelines: Differences Between Applying Pinnacle Methods as Presenters and National Instructors on page 49 for specific differences between co-facilitation as a presenter and as a National Instructor.

While most facilitators facilitate by themselves, others are frequently required to facilitate trainings with a partner, such as a peer, team member or co-worker.

Co-facilitation can present some exciting advantages for an audience, but also offers some distinct challenges. A good facilitator must be able to both facilitate and co-facilitate, depending on the material and circumstances of the session. National instructors are expected to be good co-facilitators.

One advantage to co-facilitation is that it introduces audiences to different communication styles, depending on which facilitators have been partnered. Another advantage to co-facilitation is that the task of delivering information and controlling an audience is shared. That said, there are various challenges that must be addressed when facilitating with a partner. Failure to properly address these challenges can result in one or both of the facilitators appearing disorganized, adversarial or unprepared.

Five pitfalls when co-facilitating:

1. _____
2. _____
3. _____
4. _____
5. _____



Here are some tips when facilitating with a partner:

1. **Prepare together.** Take time to properly prepare with your co-facilitator for the upcoming session. Avoid co-facilitating with a stranger. Decide on codes or signals for time management purposes in order to keep the session on track.
2. **Clarify roles.** Decide ahead of time which person will lead, capture ideas on a flip chart, control the slides, take questions, etc. This will avoid awkward moments of suddenly having to decide these things in front of an audience.
3. **Choose a leader.** Even when two or more people are co-facilitating, it is helpful to choose one person to serve as the leader of the session. The leader can be decided by the person's specific status within the organization, by someone volunteering or simply by choosing randomly. Co-instructors will choose among themselves who will teach what module. The other instructor will assist in activity and classroom management.
4. **Take turns.** Try to share the stage as much as possible. Divide the session or presentation into equal sections, but be careful not to switch back and forth between speakers too frequently, as this will make it more difficult for you to connect with your audience.
5. **Assist when not facilitating.** When you are not facilitating, assist your co-facilitator by taking on other responsibilities such as capturing ideas on a whiteboard, distributing handouts or working the projector.
6. **Support your partner.** Avoid publicly disagreeing with your co-facilitator. If you have a concern, wait until a break to address it with them and do it privately. Try not to interrupt, if possible.
7. **Work your transitions.** Transitions from one facilitator to the next should be smooth and seamless so as not to lose the momentum and flow of the session. Practice your cues and transitions (what actors call "tops and tails") ahead of time.
8. **Decide how to handle questions.** Anticipate questions that might arise during the session and decide which facilitator will handle them. Discuss and agree upon your answers ahead of time. If either facilitator has experience or expertise with a specific topic or area, that is the person who should field those questions.
9. **Stay engaged, even when not speaking.** It is important for co-facilitators to stay connected to each other during a session or meeting. Use active listening and check in often with each other. Focus on your co-facilitator even when you are not speaking so as not to distract your audience or steal focus.
10. **Sync your energy levels.** Try to match the energy level of your co-facilitator with regard to volume, pace and gestures.