

**Tips for Facilitating a Discussion**

1. **Paraphrase** by restating a group member’s comments in your own words to check your understanding of the statement and so that other group members can hear a summary of what has been said.
   
   **Example**: “So, what you’re saying Sue - is that having the organization fair later in the semester will give groups time to get organized and develop materials that can be distributed to interested members.”

2. **Compliment** a member who shared an interesting or thought provoking comment.
   
   **Example**: “That’s a very creative idea Jane. Thank you for sharing it.”

3. **Elaborate** on a group member’s comment by providing examples or offering another way to look at the idea.
   
   **Example**: “I like the idea of having the speaker in the afternoon. I wonder if that would be a convenient time for our nontraditional students.”

4. **Energize** a discussion by using humor or giving members a short period of time to make contributions.
   
   **Example**: “For the next three minutes, let’s see how many themes we can generate for the fall formal.”

5. **Disagree** with a members comment to generate discussion.
   
   **Example**: “I can see how raising the ticket price to the dance would generate more money for the group, but I’m not sure if people would pay that amount? Has anyone had experience in raising the cost of an event and loosing attendee’s?”

6. **Mediate** differences of opinions that are shared before any tension develops.
   
   **Example**: “I think Joe and Kim are both sharing different ideas that will help us plan a very organized event.”

7. **Synthesize** ideas by showing their relationship to each other.
   
   **Example**: “As you can see from Jean and Terry’s comments, we should have our advisor review the contract since she has more experience in this area.”

8. **Change the group process** to obtain more ideas in a short period of time and energize the group.
   
   **Example**: “Let’s break into small groups and have groups one and two discuss decorations for the dance and groups three and four discuss catering options.”

9. **Summarize** ideas that were generated during the meeting.
   
   **Example**: “I have recorded three major reasons to have powder puff football in the fall: 1. We have more money 2. We have more energy 3. The weather is better.”

**MISSION STATEMENT**

To create a vibrant campus environment by educating and empowering student leaders through implementation of campus programs and the celebration of Ursuline Traditions.