

ROLE OF THE PEER FACILITATOR

1. Enhances the facilitator role by understanding and empathizing with group members.
2. Provides supportive listening and validation of other's experiences.
3. Accepts participants where they are at.
4. Only shares what they feel comfortable sharing and are mindful of what details may or may not be helpful.
5. Shares "what worked for them" rather than gives advice or tells others what to do.
6. Asks permission to give advice and makes sure the receiver knows they can take what resonates with them and leave the rest.
7. Creates an environment of comfort and ease to talk and share experiences.
8. Uses a comfort agreement, recovery values and strengths-based approach.
9. Uses boundaries and self-care. Is self-aware and self-reflective.
10. Knows their strengths and is open and honest with the group.
11. Leads by example (not as the "boss"). Facilitators model healthy and respectful behaviours.
12. Observes the group atmosphere, helps to move things along, clarifies ideas, and ensures everyone feels included.
13. Makes sure group members know it is okay to pass.
14. Finds out what the group wants and helps gain access to information, ideas, resources, support, etc.
15. Supports participants in reaching the goals of the group.
16. Reinforces that the group 'belongs' to the members.
17. Goes to the group for answers and input. Facilitators are not expected to have all the answers.
18. Embraces the Spirit of:
 Autonomy (vs. Authority)
 Evocation (vs. Education)
 Collaboration (vs. Confrontation)

"When I give up trying to impress the group, I become very impressive. Let go in order to achieve. The wise facilitator speaks rarely and briefly, teaching more through being than doing." ~The Tao Te Ching

FACILITATING MEANS

- Being early, prepared, organized, flexible and reliable.
- Knowing your participants and the facility where the group is held.
- Multi-tasking: monitoring time while listening and being aware of participation.
- Providing and directing agenda topics.
- Adapting workshops to the group.
- Encouraging respectful and constructive challenging within the group.
- Providing leadership, mentorship and mediation.
- Empowering participants and supporting a sense of equality.
- Using check-ins, ice breakers, debriefs, and check-outs.
- Helping things run smoothly by directing order of speaking and keeping on topic.
- Providing up-to-date resources.
- Being knowledgeable and bringing awareness to issues.
- Sharing your own knowledge and facilitating the sharing and expression of participants.
- Making learning accessible to everyone.
- Having awareness around language and different perspectives.
- Stimulating conversation and asking questions. Being aware of eye contact and body language.
- Reading participants, reflecting back, and checking comprehension accuracy.
- Having available contact info for participants and a plan in case of an emergency.
- Being able to think on the spot and handle the unexpected.
- Using materials to record insights and expressions.
- Using a “parking lot” and following up on additional information/resources.
- Being patient, tolerant, accepting and empathetic.
- Having a sense of humour, charisma, passion, confidence and humility.
- Knowing how to use assertiveness and conflict mediation.