



[www.PeoplesPlanGM.org.uk](http://www.PeoplesPlanGM.org.uk)

## FACILITATION HELP SHEET

### Aims

- collaborative dialogue - discussions where people help each other express things clearly
- active engagement - discussions where everyone feels willing and able to participate
- constructive possibilities - discussions where focused, achievable proposals can develop

### Steps

1. welcome everybody and highlight the objectives of the People's Plan
2. inform participants about the website (more information and Quick-Start Questions)
3. share short self-introductions, noting how participants wish to be addressed
4. raise a topic as an open question for all to consider
5. invite everyone to offer opening comments and perspectives
6. encourage open, free expression of views, priorities and proposals from everyone
7. take clear bullet point summary notes and check accuracy with participants
8. make sure all participants know how to contribute inputs directly into the People's Plan

### Approach

- acknowledge and encourage diverse perspectives
- ensure there is no pressure to reach a 'correct' answer or 'final' conclusion
- help participants to explore their views, priorities and proposals and those of others
- encourage collaboration to help participants express themselves clearly and concisely
- check for when participants wish to move discussion on to different questions or topics
- encourage participants to raise questions and topics for discussion

### Values

**Cooperation and Goodwill** - sustains positive engagement and mutual support

**Respect and Freedom** - ensures both contributors and contributions are valued

**Equality and Inclusion** - all contributors are welcome and diversity appreciated

**Accountability and Integrity** - high standards in approach and processes that build confidence

**Transparency and Involvement** - open, recorded and shared and for people to join at any point

**Evaluation and Delivery** - sincere in the delivery of the objectives of the People's Plan

**Democracy** - local democracy in action, by and for the people of Greater Manchester

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