



Video Transcript: Just the Two of Us: Effectively Working with a Co-Facilitator

Audio Description (00:00): Bringing Content to Life: Techniques for Effective Group Facilitation Video Series. Two name tags list the names: Katrina and Susan.

[music]

Susan (00:08): Just the Two of Us:

Katrina (00:09): Effectively Working with a Co-facilitator. For most group sessions, like a meeting, training, teambuilding session, or educational program, co-facilitation is necessary to optimize group engagement and minimize facilitator burnout.

Susan (00:25): This video provides tips that you can use to plan, implement, and reflect on co-facilitated sessions. This video is part of a series on: Facilitating and Managing Groups. Planning is a vital part of facilitation and can help you and your co-facilitator work together effectively. Here are a few planning tips: Get to know your co-facilitator. If you haven't worked with them before, take some time to get to know their facilitation strengths, style, and pain points. Are they an expert on a specific subject? It'll make sense for them to facilitate that part of the session. Do you like to walk around while your co-facilitator prefers to sit or stand behind a podium?

Discussing facilitation styles in advance will help you plan for the session, including room setup. Make an agenda. A session agenda should include introductions, content you'll present, energizers, breaks, and closing activities. Discuss and note which co-facilitator is responsible for each section of the agenda to help the session flow smoothly.

Meet before the session to prepare. Together with your co-facilitator, go over the agenda and timing, update the slide deck, review handouts in group work, and decide on co-facilitation assignments. Meet a few weeks before the session so you have enough time to make updates and send materials or pre-work to participants ahead of time.

Katrina (01:39): Co-facilitation will look different depending on the type of session, setting, and participant population. A few tips that can help all co-facilitators include: Have fun together!

Susan (01:50): This boosts group morale and engagement.

Katrina (01:52): If the participants see that you are engaged with each other during the session, they will be too.

Susan (01:57): Pay attention and stay tuned in when your co-facilitator is presenting.

Katrina (02:01): Take breaks. Make sure to include breaks in your session. You and your co-facilitator will need this time to check in with one another. Make modifications to keep the session moving and address issues that may come up.

Susan (02:14): Two facilitators are often better than just one.

Katrina (02:16): Adding a few extra steps can help you and your co-facilitator increase group engagement and curb burnout. Developed by the Reproductive Health National Training Center, RHNTC, and Fact Forward.