**Eighteen Guidelines for Facilatators**

1. Gather ideas.
2. Listen.
3. Focus on guiding the group and not on directing.
4. Use questions to elicit information, opinions, and definitions.
5. Visibly record progress and conclusions.
6. Foster divergent thinking.
7. Keep listening.
8. Have group members relate specific examples to a general idea.
9. Build on the ideas of others.
10. Keep the group focused.
11. Keep listening.
12. Bar irrelevant details and redirect discussion as needed.
13. Test for consensus
14. Manage the time.
15. Set, communicate, and enforce ground rules.
16. Honor all viewpoints
17. Manage differences.
18. Promote harmony.