

## FACILITATOR CHEAT SHEET

### Group contract

*As one group (or split if needed) formulate contract ideas for the course, write on flipchart paper and stick on the wall.*

*Here is an example in case people need prompting but best for people to come up with their own suggestions.*

**OR** talk to people about respect and ask how they are going to show respect within the group

- Confidential [but you may need to remind people of certain circumstances when that may be broken i.e. safeguarding issues]
- Keep an open mind
- Respect other people's responses/values
- Don't talk over people
- Open and honest
- Only share what you feel comfortable with
- Mobile phones – off? Silent? Not on the table?
- Take turns to speak
- One conversation (but OK to explain if someone has less English)
- Time keeping
- No shouting down
- No bad / inappropriate language [rules around bad language may depend on client group]
- Respect people's differences
- Take responsibility for our own learning
- Listen to each other