How to facilitate your event

WHAT WILL BE DISCUSSED IN THIS COURSE?

What will be discussed in this course?

What is the role of the facilitator?

Before the event

During the event

After the event

What will be discussed in this course?

How to facilitate effectively?

What will be discussed in this course?

Some Tips to make it easier for you!

1

WHAT IS THE ROLE OF THE FACILITATOR

WHAT DOES A FACILITATOR DO?

PLAN

GUIDE

MANAGE

The what

PLAN

- Plan the structure of team meetings

  - Get everyone to participate, generate ideas, and cover a variety of topics

- Create the agenda of the day

  - How will the participants get to know each other?

  - How will they understand the objective of the hackathon?

  - Will there be sessions? What type? How much time each?

  - How will you decide upon the winners?

The what

GUIDE

- Set the ground rules
- Set the scene
- Get things flowing
- Keep up the momentum and energy
- Listen, engage and include

The what

3

MANAGE

- Monitor all actions

- Record decisions and actions

- Reflect and improve

2

WHAT SHOULD YOU DO IN ORDER TO FACILITATE EFFECTIVELY

The how

- **Be dynamic** - be able to keep up the pace

- **Socialize in the right way** - be able to engage in conversation and help participants to get comfortable

- **Be a good actor** - play the role that is required of you for a few hours

- **Be flexible** – be ready to carry out different tasks

! Be careful not to be too spontaneous
Preparation is the key

3

TIPS!

The tips!

Understand:

- the group's desired outcome,

- the background and context of the hackathon

Then:

- structure the hackathon

- select the best tools to reach your outcome

The tips!

2

- Keep the outcome in mind

- How you're helping the group to reach it

Good luck!