

2021

JOIN THE DIALOGUE

The CYG Handbook on Meeting Facilitation



CHAPTERS

- 1- Preparation is Key: Designing and Planning Your Meeting
- 2- What to Do Before, During and After a Meeting?
- 3- Facilitation and the Role of the Facilitator
- 4-The Essentials in Practice: Before, During and After

THE HANDBOOK: A PROJECT BY THE CTBTO YOUTH GROUP (CYG)



"The role of civil society is very important. It is not about governments alone, and governments reflect in democracies the will and the interest of people. Civil society, the media, all of these players have a part in the important social discourse."

Dr Robert Floyd

Executive Secretary of the CTBTO

As humanity is facing immense global challenges, the contribution of young people working in different domains has never been more important.

In 2020-21, the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) and its CTBTO Youth Group Task Force organized an outreach project in partnership with the Government of Switzerland. "Building Bridges, Nurture Partnership, Embrace Dialogue" was aimed at raising awareness of the decisive importance of the Treaty's Entry into Force by connecting the CTBTO Youth Group (CYG) to other prominent youth-led organizations engaged in different global issues. In total, six joint initiatives were launched with the main goal of breaking down silos, raising the profile of the Comprehensive Nuclear-Test-Ban Treaty (CTBT) and jointly contributing to the Sustainable Development Goals.

To do this, a series of virtual learning events and workshops integrating cutting-edge dialogue techniques and facilitation methods were conducted. The success of these virtual events led to the idea of this **Handbook**, which would enable its reader to use the latest innovative approaches and well-tested tactics to run a highly successful virtual event.

INTRODUCTION

Facilitation has never been more important!

This Handbook is especially relevant for joint initiatives as it introduces principles, methods, and tools that can be used to organize meetings that encourage active participation.

It is also intended for young people with project management skills, who are interested in using facilitated dialogue to boost engagement. The outlined approach is a framework that can be applied to both physical and virtual meetings. In addition, it comes with concrete examples, videos, educational material, and a slide deck with tools and templates referred to as “[The CYG Meeting Tool Kit](#)”, which can be found [here](#).

So, do try this! Adopting these principles and tools in meetings will make a difference, contributing to better collaboration and more successful projects.

Even if facilitation seems like a simple task, it is a broad topic. We recommend exploring it with a curious mind and we encourage you to try, fail, learn and most importantly, enjoy this experience. Even experienced facilitators claim that leading dialogues is a lifelong learning journey – both for the facilitator and the participants. As this Handbook only addresses the basics, we have included in the Appendix a selection of online resources that you can use to continue your journey.

We hope the Handbook encourages and inspires you to dive deeper into the worlds of facilitation and dialogue.

ENJOY!

*The term "meeting" in this Handbook covers any kind of session where a small or large group of people gathers with a certain purpose and which can last from one or a few hours to even longer than that (half/whole/several day events like workshops and conferences).

1

PREPARATION IS KEY: DESIGNING AND PLANNING YOUR MEETING



Project work is largely dependent on meetings, and the first step to a successful meeting is effective preparation.

From "what" to "how"

Starting a project: focus on the “what”:

- What should the project be about? (content/subject matter)
- What is the actual problem we want to solve? (goals and result)
- What are we going to do? (activities)

While addressing the “what” is important, it is also necessary to focus on the “how” to encourage team building and collaboration.

WHAT?!



The ‘how’ addresses the process and dynamics taking place when people collaborate. We generally tend to give less thought to this element, as we focus on getting started and making progress.

However, addressing the “how” in a project from the outset helps create a solid ground and builds sustainable relations and partnerships that will stand the test of time. This will also contribute to better results in the long term. So, do this to start your project on the right foot, and pose the question to yourself, as well as to the team members.

Address The "How", Build The Team and Share Clear, Measurable Goals

How do we want to work together (individually and as a team)?



How do we create a group culture based on trust where everybody feels safe and heard?



How can we communicate effectively to make decisions and allocate responsibilities in an environment that encourages everyone to participate?



EXAMPLE



CTBTO PUTTING AN END TO NUCLEAR EXPLOSIONS Schweizerische Eidgenossenschaft Confédération suisse Confederazione Svizzera Confederaziun svizra

Panel 1, 15:40-16:25 (CET)
Youth Partnerships, Sustainable Development Goals and the CTBT

Ksenia Pirnavskaya YOUTH FOR CTBT
 Maria Chepurina CTBTO Youth Group Task Force
 Julia Zimmerman BSA-MOON CENTRE
 Ezra K. Yego SDSN YOUTH
 Misrak Fisseha CTBTO
 Marie-Claire Graf YOUNGO

VI-KI-MOON CENTRE GLOBAL YOUNG ACADEMY RNS-NG SDSN YOUTH YOUNGO

BUILDING BRIDGES, NURTURE PARTNERSHIPS, EMBRACE DIALOGUE

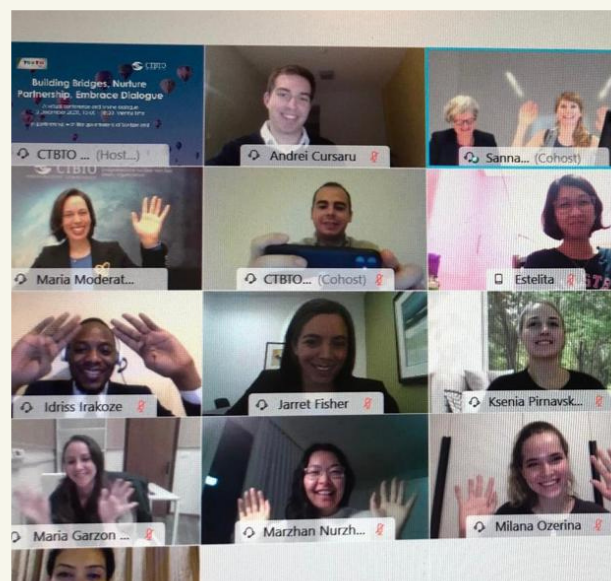


The aim of the CYG Building Bridges project was to reach out to, and create partnerships with other youth-led organizations. During the project, it was important to increase the participants' motivation and encourage active participation.

Panel 2, 16:30-17:15 (CET)
Gender in STEM and Nuclear Disarmament

Beatrice Muller Schweizerische Eidgenossenschaft
 Marius Jano CTBTO Youth Group Task Force
 Marie Pavageau RNS-NG
 Milana Ozerina YOUTH FOR CTBT
 Dr. Almas Taj Awan GLOBAL YOUNG ACADEMY
 Gaopalelwe Santswere AYGN

GLOBAL YOUNG ACADEMY RNS-NG SDSN YOUTH YOUNGO



How to Achieve Top Performance in Collaborative Meetings

Starting a project may mean working with new group members. It is normal to feel nervous or insecure.

When we feel seen, heard, and acknowledged by others, we connect on a human level. We relax and become more flexible and curious. We listen and feel more open to other perspectives and we eventually change our biases about the other team members. **We even understand why they say what they say or feel the way they do.**

By approaching other people with the right mindset, we can build trusting and long-lasting relations, which can also contribute to more effective teamwork. Once this is done, it becomes easier to resolve misunderstandings, be creative and collaborate towards a shared goal.

To Improve Meetings, This Is All You Need:

A pre-planned agenda or structure, which creates space for collaborative dynamics to emerge.

A participatory approach and a selection of activities to engage all team members.

The best communication tools to connect participants, and help them set clear goals.

Facilitator(s) to plan and lead the meeting, guide the activities, keep an eye on the agenda, encourage communication among participants, and make sure to document the process.

It may already sound like a lot – and in a way, it is. A simple and efficient way to get the ball rolling is to use a tried and tested tool, for instance: **IDOART**.



What is IDOARRT? This is an efficient tool used to design and plan effective meetings. It initially helps create a structure, and during the planning process, the tool pushes the facilitator(s) to reflect on why the meeting is being held -- and how it should be planned to achieve that all-important “why”.

How to use it? When you plan a meeting, you start out by asking yourself the questions related to the letters of the abbreviation **IDOARRT**, as listed below.

A version of the **IDOARRT** can also be sent out as part of the invitation to the participants ahead of the meeting to help frame the session. **IDOARRT** gives participants more clarity about the meeting and facilitates their active participation.

I as in INTENTION: What is the overall reason for coming together?

D, O as in DESIRED OUTCOME: What is the deliverable that we want to produce? What should be the participants take away from the meeting?

A as in AGENDA: What are the different action points of the meeting? What is necessary to achieve the desired outcome? How will we get there?

R as in ROLES: Who facilitates? Who participates? Did we invite the right people? How do we allocate the roles?

R as in RULES: What are the guidelines that regulate our joint work?

T as in TIME: How much time can be allocated? Is it realistic? Do we need to prioritize the Agenda to be able to achieve the Desired Outcome?

While you can start anywhere in the model, and move back and forth, it is advised to begin with I and DO (which are interconnected), and avoid jumping directly to A.





Sometimes, one of the letters "R" refers to "Resources" and it reminds us of our budgetary and time constraints. In addition, there is always a practical dimension when it comes to planning meetings, which should not be underestimated: the space where the meeting takes place (physical or/and on a virtual platform), technologies, and tools you may need, refreshments, etc. Do not forget the smaller details, especially when planning for a virtual meeting.

Find a template to make your own IDOARRT in the CYG Meeting Toolkit [here](#).



Watch this [6 min video](#) on participatory approaches to designing engaging meetings

2

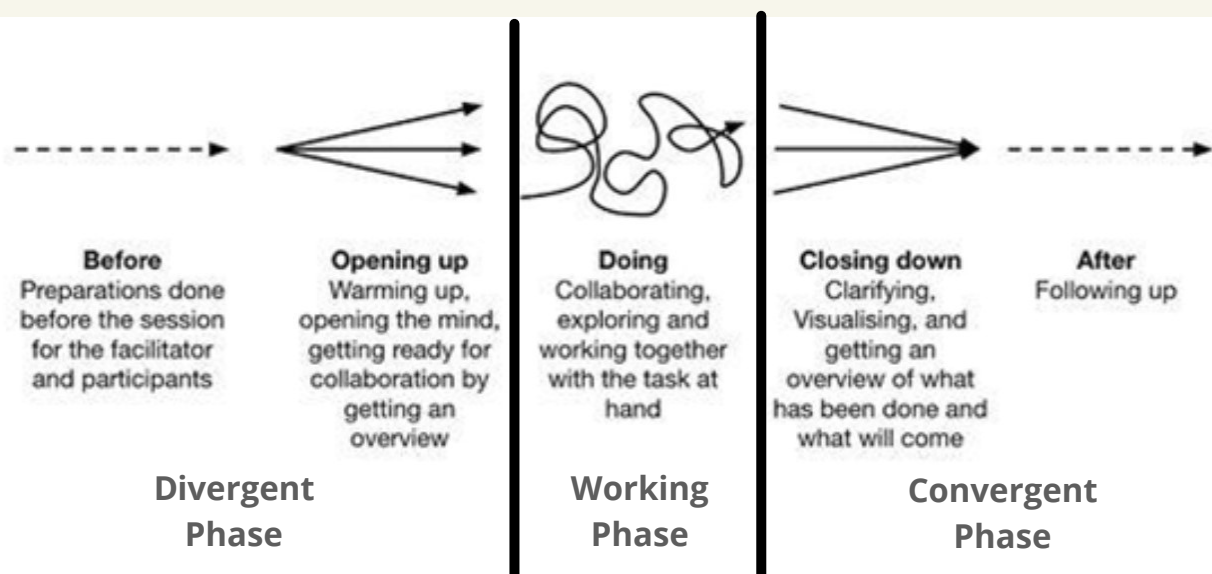
WHAT TO DO BEFORE, DURING AND AFTER A MEETING?

While working on a project, it is important to pay attention to our communication. That goes for the “what” (the content), the “how” (the medium), and the “where” (platform).

Since the start of the pandemic, many of us have been working remotely, and we may find ourselves working on multiple projects at a time. So, it is extremely important to know how to effectively spend time with the team during a meeting. For instance, when conceiving an idea, reflecting, and brainstorming.

Sharing information related to the meeting topics (such as educational videos, podcasts, articles) should be done ahead of time so that everyone arrives prepared. The conversation should be organized in an orderly manner so that the most important issues are addressed from the outset. It is also good to have a plan on how to follow up after the meeting and to make sure ideas and decisions are implemented.

The model below illustrates the meeting as a process. **The direction of the arrows and the twisted middle segment show the three main phases we go through during a meeting.** Using this process-oriented approach helps when designing and planning a meeting. It demonstrates the best format and activities that can create better engagement and bring results in the end*.



*The process model inspired by design thinking exists in many variations e.g. known as the “Double Diamond model”. It builds on the fact that people need to use both divergent and convergent ways of thinking in different contexts, but have difficulties doing so simultaneously. Meetings designed with this in mind tend to create more value. Explore more in this [article](#).

The three phases

The divergent phase => opening up. Here we introduce the topics, as we open our minds and hearts to motivate each other and connect.

The working phase => doing: In this phase, intensive work takes place in many ways: exchanging ideas, exploring issues, sharing knowledge, reflecting, negotiating, etc.

The convergent phase => closing down: In the end, we sum up and conclude, make decisions, take note of items we couldn't address, and make arrangements for the next steps.



Quality communication requires intentionality, so increase your awareness on how and what to communicate, and when.



Watch a [2 min video](#) about design thinking

Watch a [2 min video](#) on divergent/convergent thinking

Check the [CYG Meeting Toolkit](#) with templates that will help you organize your meeting.

Synchronous and Asynchronous Ways of Communication: Before, During and After a Meeting

Another helpful method when planning a good meeting is to distinguish between synchronous and asynchronous ways of communication.

Synchronous	vs	Asynchronous
<ul style="list-style-type: none"> • Same time and same place • Face to face meetings in same physical space • Online meetings in the same virtual space <p>Works best for ideation, collaboration, dialogue, sharing, decisions and building stronger relations - in the moment.</p>		<ul style="list-style-type: none"> • Different time and same place • Social media channels • Collaboration in a shared document • Videos to watch in preparation, and share on platform <p>Works best for preparation, research, documentation and tasks that you can do by yourself - or in a group ahead of time.</p>

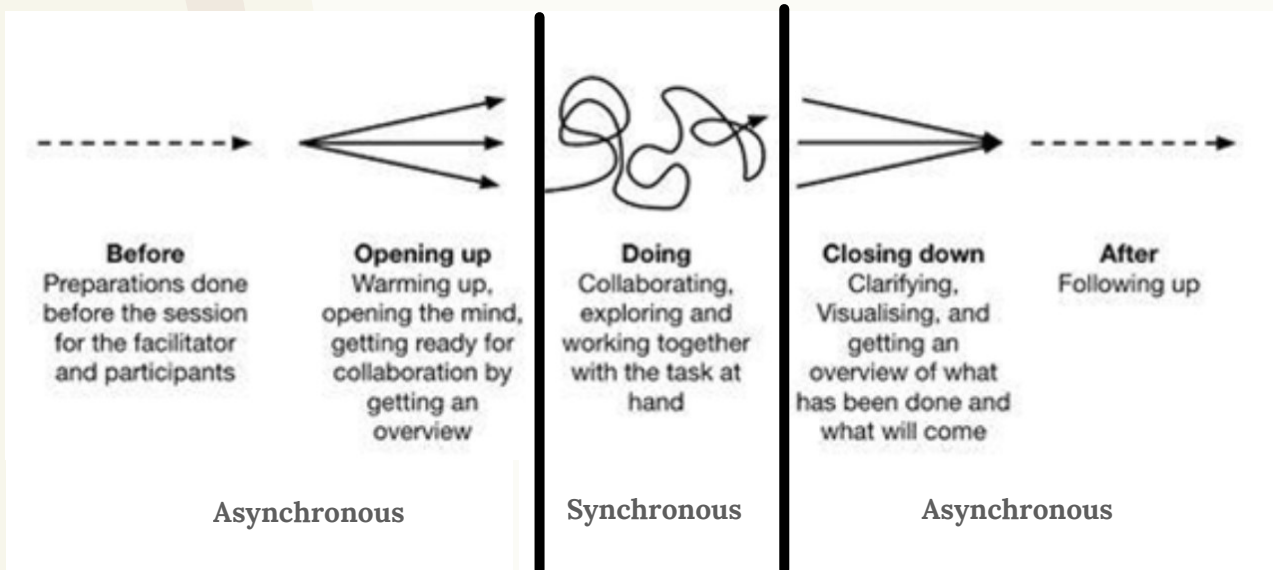


When planning a project, utilize the time between your synchronous meetings to stay connected and keep the workflow active in an asynchronous way, i.e. by creating a common (digital) platform or using an existing one that the participants are already familiar with.

Regarding the meeting process model, what happens before and after the meeting is always asynchronous. Meanwhile opening up, doing, and closing down the meeting are synchronous and may refer to moments, which have been prepared asynchronously beforehand.



Watch [here](#) a video on Synchronous and Asynchronous ways of communication.



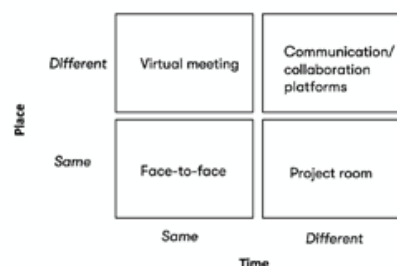
In Person vs Virtual Meetings

The need for connection, good teamwork, and communication, as well as clarity on goals applies in every project or partnership, in particular when working remotely and meeting only online. There are advantages, but also challenges related to conducting meetings in the virtual space. Even though we may have become more familiar with the remote format, it is still new for many of us.

Our tendency is to adopt the same techniques during virtual and in-person meetings. We suggest otherwise.

Furthermore, we often do not utilize all the opportunities that the virtual format may bring, like the many new digital tools, which can enhance participation and engagement.

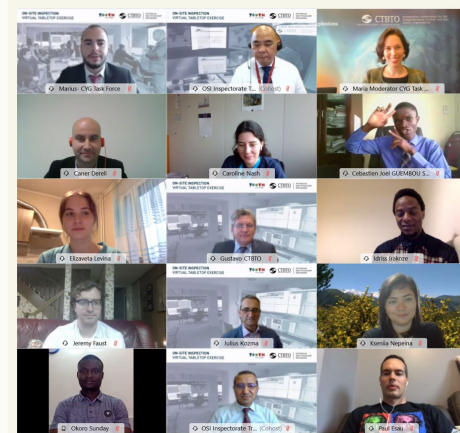
Collaboration depending on time and place





When planning a meeting, it is important to be aware of the format: is it virtual, in-person or hybrid? Then, we can decide on how to prepare and conduct our meeting: how will the participants communicate, share information, facilitate decision-making and document the results?

Characteristics of the Virtual Space



Most of the principles related to designing and facilitating meetings apply to both the in-person and virtual spaces. However, the following elements need to be considered:

- We are not able to perceive non-verbal communication well
- Technical issues may make us more nervous
- A feeling of physical distance creates social distance and a lack of engagement
- We are more likely to misunderstand each other
- We find it harder to stay focused and concentrate – and get easily distracted
- We need to work more to relate and connect with each other

Our abilities to stay on the same page, make clear decisions, and feel comfortable in the team are challenged when meeting virtually. However, using digital tools for active participation, using synchronous and asynchronous methods of work and communication will improve the experience and fully utilize the advantages of the online format.

3

FACILITATION AND THE ROLE OF THE FACILITATOR

What Facilitation IS and ISN'T?

The term facilitation derives from *facilis* in Latin and means “to ease”. Facilitation is that process aimed at supporting and easing the collaboration among team members or different groups. It is used in a wide range of disciplines, including community work, NGO and IO-contexts, as well as in business, and the public sector.

The idea of facilitation is to help the group reach its goal in a collaborative way so that all voices are heard. Facilitation addresses both the “what” and the “how” and it is very useful when we want to create an inclusive process. The facilitator focuses on the “how” to reach the desired outcome by using targeted methods of structuring and means of communication.

Facilitation is NOT...

Facilitation may remind us of teaching, advising, coaching, solving, or fixing something for others. Even though facilitation borrows certain logic, principles, and tools from those areas, it is a more intricate process.

Another common mistake is that the role of the facilitator falls to the person, who sent out the agenda, booked the room, or the person that is simply sitting at one end of the table. The facilitator is much more than that and needs certain approaches and skills to be able to facilitate well.



Facilitation is essential for a successful meeting. That's why it is important to assign a facilitator to lead the meeting.



Watch a [one minute video](#) on facilitation

Read a basic text on facilitation and dialogue:
Pgs. 84 – 106 in [The Dialogue Handbook](#).

What Are Facilitation Skills, and How Do You Facilitate?

The facilitator is a leader, who sticks to the planned structure and timetable while being aware that things may need to be adjusted along the way. That is to make sure that the meeting proceeds efficiently, sticks to a goal even when things don't go as planned.

A facilitator is NOT the expert, a shining star, a know-it-all, or a controller. Instead, the facilitator ensures that every team member can shine in their own way by unlocking everybody's potential. Even though the facilitator may be knowledgeable or have strong opinions about the topic on the agenda, the art of facilitation is to keep the focus on the process and make sure participants have everything they need to make decisions. This is easier said than done, but every effort is a step towards the shared goal.

To facilitate an event/a meeting effectively, keep the following in mind:

- **Keep time and track of the planned agenda**
- **Participate and trust the group and the process -- adjust when needed**
- **Be respectful to all participants, and remain firm about the structure of the plan**
- **Listen actively, interact, stay present, calm, and warm**
- **Make sure everyone actively participates**

“The facilitator’s job is to support everyone to do their best thinking and practice. To do this, the facilitator encourages full participation, promotes mutual understanding and cultivates shared responsibility.

By supporting everyone to do their best thinking, a facilitator enables group members to search for inclusive solutions and build sustainable agreements.”

Extracted from *Facilitator’s Guide to Participatory Decision-Making*. Kaner, S., & Lind, L. (1996)



Watch a 3,5 min video on **basic facilitation skills**



Use your gut feeling: a friendly atmosphere can have a positive result on the meeting from the very beginning. The participants are engaged and present, and you can pursue your shared goals with confidence.

Enjoy! Remind yourself to have fun: Take a playful and respectful attitude to your role, others and yourself. We are all (just) humans. We do our best, sometimes we fail, it is ok. We can help each other out.

The Power of Dialogue: What Are the Advantages and Results?

Dialogue derives from the Greek word “dia-logos” meaning “through the word”. Simply spoken, dialogue refers to a mutual exchange of ideas between people.

Dialogue is at the core of any democratic process, and it may be one of the most important facilitator skills, as it is fundamental for good collaboration.



It is the tool that helps us collaborate and co-create ideas, share knowledge, insights, invent, and plan.

It requires the will and ability to listen with an open mind, and the desire to learn something new, both about yourself and others.

Dialogue is key when we want to build trust and relationships, as it produces a deep level of openness in the minds and hearts of our team members.

Dialogue as a Communication Tool

Active listening is a crucial component of dialogue. If we consider active listening to be the core of dialogue, dialogue can be perceived as the core of facilitation. Therefore, it is extremely important for the facilitator to be an active listener.

To communicate in a dialogic way, the tips below are useful. They may look obvious, but true collaborative dialogue can be extremely challenging.



Active listening



- Be open minded and curious
- Be present
- Try to create authentic contact with others – and stay connected to yourself
- Show a “good face”, smile and signal that you are looking and listening to the participants
- Forget your biases, judgments and try to be objective



Dialogic communication tools

Best Practice Strategies for Effective Use of Questions

- Ask explorative questions using what, who, when, how, say some more about, what if, please elaborate....
- Be careful when using "why" as it may call for explanations (and potentially trigger a defensive response)

Contact - make others feel listened to and acknowledged

- Mirror others both with your words and your body language
- Repeat single words used by others to keep the conversation going
- Resume what has been said to sum up and clarify
- Reframe what has been said by expressing it in a different way and asking whether this was correctly understood

Silence - give it a chance - we need it, so invite participants to have a break from the discussion and reflect

4

THE ESSENTIALS IN PRACTICE: BEFORE, DURING AND AFTER



'If it's about them, don't do it without them' is a popular saying among facilitators: referring to the fact that active participation is necessary to have a successful meeting. Try to choose activities that will make your participants remain active before, during and after the meeting.

A meeting design, which encourages participants to be interactive, feel included, comfortable and connected, builds trust and strong relations among the members.

Before the Meeting: Suggestions for Asynchronous Activities

Sharing the Agenda: Do not underestimate the positive effect of a well-composed agenda sent out beforehand to create clarity on content, and align expectations. Use your IDOARRT to structure it, including the why (IDO) and relevant practical info, time, place, etc.

Preparation: Sending out questions in a cloud-based document that everyone can contribute to: for example, use a template or a digital platform with participatory tools like GOOGLE DOCS, MURAL, or MIRO.

Knowledge Sharing: Share materials (article, podcast, or video) to introduce the topic of the meeting, or to instruct how to use a digital platform or tool.

Connection: Invite participants to introduce themselves before the meeting. e.g. name, place where your feet touch the ground; why you signed up for the meeting.

Interactive Exchange of Ideas: Invite participants to brainstorm and share their ideas on a cloud-based document ahead of the meeting. Make sure to structure and categorize the ideas.



If you plan your meeting ahead of time, you may be able to shorten the duration or allocate more time to valuable dialogue between participants.

During the Meeting: Planning

As part of the planning process, it is wise to create a detailed script that includes all the different activities and tools that you may need to run the meeting. Include the timing estimation for each part. Use different formats and types of activities (e.g. individual, small group, plenary, as well as silent reflection, interview, dialogue, reflection, listening, drawing, etc). We are all different, so diversity in meeting design ensures that all participants feel included.

Ensure you set aside enough time for the participatory activities, dialogues, and reflection. These elements may need more time than you expect. Do not forget the breaks to give attendees the opportunity to reflect and clear their mind.



Plan for the documentation process. For instance, you can try to answer these questions in advance:

- What kind of documentation is needed or expected from participants or people in charge?
- Should the documentation be written or visualized with photos or video?
- How can it be accessible to everyone?
- How is it going to be used afterward?
- How will it be shared?

If you collaborate with others, do create the script and plan together to make sure you are all on the same page.



To conduct the meeting, stick to the script and the agreed guidelines. That said, you might need to adapt during the meeting because of unexpected circumstances.

During the Meeting:

Ideas for Synchronous Activities

A well-facilitated meeting typically consists of the three phases, mentioned earlier in this handbook: opening, doing and closing. For each phase, there are different types of activities, which can help the meeting forward.

Exactly which activities are suitable for your particular meeting, is a question you can answer during the planning process, using your IDOARRT.

A wide range of toolboxes containing different examples for meeting activities is accessible online. Start out with simple activities that are easy to facilitate and expand your capacity through testing and asking peers for feedback. If you feel uncertain, you may test the activity beforehand with friends or family. This is a good way to learn and develop facilitating skills.

Opening Up: The Divergent Phase

As with any narrative or relationship for that matter, the beginning and the first step are important. That also goes for meetings. Plan it with the intention of setting the scene and making sure that everyone has all the information they need. Make sure to connect the participants with each other. Look closely at the time frame and number of participants to accurately estimate the expected time for the opening activities. Adjust accordingly so that this part of the meeting will not be overrun.

Understanding the Opening Phase

The opening and presentation of an attendee: Keep the presentations within the time limit. Your introduction should tell people who you are and it should encourage others to engage with you. But no need for the “story of your life”

Present the Framework (intention/purpose, goals, and agenda): This addresses the role of each participant, as well as the guidelines for cooperation during the meeting. Keep it brief

Understand Expectations Using Ice Breakers: You can always adjust the agenda if necessary, and according to what you have heard

Prepare an engaging activity, which addresses the subject or theme on the agenda: See this activity as a bridge to the next phase, and make it easy to cross, not too complicated.



Plan a meeting that builds trust and makes participants feel comfortable and seize the opportunity to speak their minds.

Doing: The Working Phase

This is where the concrete work takes place. We focus on the themes, content, and subject matter of the meeting.

Which elements does a "doing phase" typically consist of?

1. **Storytelling to create connection and build relations**
2. **Dreaming, exchanging ideas, and brainstorming to innovate**
3. **Prioritizing project work**
4. **Discussing and negotiating, as well as decision-making on the action points to make next steps**

The way these actions are facilitated will impact the quality of both the process and the outcome. A well-planned discussion or decision process will be more to the point, engaging and clear, compared to a meeting without facilitation where participants have the tendency to jump into conclusion.

Find a template on how to plan and facilitate an activity of storytelling in the CYG Meeting Toolkit [here](#).

Find link to toolboxes at the Appendix at the end of the Handbook

Closing: The Convergent Phase

The ending is as important as the beginning and the middle. Often, we rush through endings and leave meetings confused and only with a vague idea of what was decided, and what to do next. Manage your time well and help participants by being firm and to the point on summarising and concluding so that everybody leaves with a clear sense of what is next.

A clear marking that you are moving into the closing phase of the meeting: Do not open up new questions and themes if there is no time to address them.

Clarifying what was addressed during the meeting: You can use your documentation or visuals. Summarize the decisions made if it is necessary.

Summing up to help the group get clarity on the next steps and the outcome of the meeting. You can include participants by inviting them to reflect and be part of the concluding summary. Use questions like: What are your thoughts now? Did you gain any insight? What are the lessons learned?

Documentation of action points, prioritizing and delegating them to different members to ensure the process runs smoothly. Ask questions like: What is needed now to proceed? Who does what?

Agree on when you meet again or /and how to stay connected if relevant (this may be done on a digital platform, creating conditions for asynchronous work after the meeting).

Check-out: give participants the opportunity to say goodbye and leave in a good spirit

The Facilitator Role During the Meeting

Do not underestimate technicalities: Check the room/tech, organise refreshments, make a plan B, and have someone to support you in large meetings. Do a rehearsal beforehand if you are organizing big conferences with many participants in a virtual space to identify potential obstacles and issues.

Be aware of your body language and what you signal, especially in the virtual space. Put your face close to the camera, feel free to stand up, look into the camera often (especially when talking), have the light in front of you (not backlight), good sound (headset recommended), and a good internet connection. **Remember that everybody is looking at YOU!**

Be present, warm, and try to make contact with as many participants as you can. “Contact before content” is a good rule of thumb!

Distribute the word by asking specific people to share: Digital formats can sometimes make some participants passive, and they may need extra encouragement. Encourage participants to text in the chat to give more people the opportunity to share.

Only intervene in the participants' work during an activity if the collaboration doesn't seem to be going well.

Trust the process and the group: Do not take over or decide on behalf of the participants



Reflect on lessons learned (what worked well, what could be improved, the next steps). Meeting participants can be included if relevant. This is a good way to keep learning and developing as a facilitator, but also as a team.

How to Communicate More Effectively in Meetings as a Facilitator

Communicate in a clear and concise manner, especially when you give instructions on an exercise or before moving on to the next step. Make sure everyone is on the same page.

Use active listening skills (as referred to earlier in this Handbook): be curious and use your explorative mindset to listen to what comes up during the dialogues.

Avoid being defensive if you feel provoked or surprised. Don't react with strong emotions. Breathe deeply, ask a question instead – or take some time out.

Silence may occur, do not panic! Handle this by, for example, repeating instructions, giving examples that can inspire reflection, or just saying, "you can reflect a little in silence".

After the Meeting: Asynchronous Strategies

Use the closing phase to assign follow-up tasks after the meeting. Also, reflect on your initial plan (and IDOARRT) when deciding on what to share after the meeting.

When you want to build sustainable relationships (such as joint initiatives), it is often critical to remind participants of action points and next steps. The documentation created during the meeting will come in handy, as you can easily share it as a reminder and support to the group to stay connected – and on track. Make sure that the format of the documentation describes clearly the decisions, roles, and responsibilities especially in the case of remote work.

Send out the promised documentation as soon as possible -- usually within a week. It can be minutes, a summary of action points, visuals, or a to-do list – whatever you agreed upon and feels relevant.

Learn more on Virtual Meeting Hacks [here](#)

If you use a specific digital platform to communicate, you can send it by e-mail and share it on the platform as well.

Do not overdo it. Make it simple.

The End Or the Beginning...

Hopefully, at this stage, you should have a clearer idea of how facilitation and dialogue can be helpful in meetings, project work, and joint initiatives.

What will be YOUR next step?

You may have read through the book fast, and want to go back and watch and read some of the resources behind the links.

Next time you are going to plan a meeting, why not try some of the tools? The more you practice, the more you learn.

Facilitation is like a magic bottle of learning opportunities. Regardless of how much you know, there is more to be explored and learned. The content of this Handbook is just a taste of what is to come.

So, we encourage you to test and study with others, learn from facilitators that are more experienced, as well as explore some of the resources on the next page.

Enjoy your journey into the wonderful world of facilitation!

Resources for Dialogue and Facilitation (Click on the link)

Facilitation and toolboxes to facilitate

The Dialogue Handbook – planning and conducting dialogue workshops for youth.

The Art of Facilitation – an extensive and basic book on professional facilitation.

Session Lab – a tool to co-create a detailed plan for a meeting.

Tips To the Facilitator – a simple guide

Check-ins and icebreakers website with questions to choose from

Facilitation and Toolboxes to Facilitate Virtual Meetings

A short guide to leading online meetings

On digital facilitation – a website

On digital facilitation – an e-book

Toolbox-to-toolbox – a curated list of the best business, design, and organisational change toolboxes; <https://www.toolboxtoolbox.com/>

Digital Platforms with Toolboxes to Create Participatory Meeting Designs

MIRO – a digital platform with templates and tools

MURAL – a digital platform with templates and tools

Howspace – a digital meeting platform with templates and tools

Guides and toolkits to collaborate on reaching the UN SDG Agenda 2030

SDG Lab – a tool kit

UN guide to work with SDGs Agenda 2030 for youth

The CYG Handbook for Meeting Facilitation Tool Kit

JOIN THE CTBTO YOUTH GROUP

The CTBTO Youth Group (CYG) is a group of young professionals strongly committed to promoting global peace and security, and who wish to actively promote the Comprehensive Nuclear-Test-Ban Treaty (CTBT) and its verification regime. We use our voices to convey our messages at various CTBT-related events, where we aim to revitalize the discussion around the Treaty among former, current, and emerging decision-makers, scientists, academics, experts, and the media. We also work towards raising awareness of the importance of the CTBT on a global scale, and we collectively build a basis for knowledge transfer among generations.

We invite all students and young professionals to join our efforts in achieving the objective of a nuclear test free world and the entry into force and universalization of the CTBT as soon as possible. The future of our humanity relies on us, young leaders! Follow us on our [CYG Twitter account](#) to see our achievements and join our team, registering on the [CYG website](#).

Idea and concept development:

Sanna Turesson & Mette Lindgren Helde

www. Emerging.earth

Text:

Mette Lindgren Helde

www. Emerging.earth

Graphic design:

Marius Jano

CTBTO Programme Support and Outreach Consultant

Editors:

Maria Chepurina

CTBTO External Relations Officer and CYG Task Force Coordinator

Sanam Shantyaiei

CTBTO Information Officer - Editor/Writer

Copyright:

CTBTO Preparatory Commission

<https://www.ctbto.org/>

The CTBTO appreciates the financial contribution provided by the Federal Department of Foreign Affairs (FDFA) of Switzerland and the European Union in support of its education and outreach activities and resources.

