



Committee Work Facilitation

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Facilitating the Work

- Encourage participation of all members
- Be open to others' ideas
- Assign action items
- Clarify next steps
- Track progress

Encourage Participation

- Help members prepare—provide resources
- Ask open-ended questions
- Seek to engage everyone
- Be aware of who you are calling on
- Ask for written responses

Be Open to Ideas

- Encourage idea and experience sharing
- Actively listen
- Avoid judgements
- Ask clarifying questions

Assign Action Items

- Seek volunteers
- Try to involve new members
- Make sure action is clear

Clarify Next Steps

- Ensure next steps are documented
- Plan ahead for work plan items

Track Progress

- Decide what items to track
- Include items on a work plan
- Review work plan regularly



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