

Elon GROW Facilitating Meetings

Here are some tips for facilitating group meetings:

- Keep groups at eight students or fewer so that everyone has a chance to speak.
- Make sure to provide questions beforehand so that students come ready to discuss.
- Encourage students to share with a partner what they are learning at work and how it connects with academics.
- After partners have shared, have them report back to the group on what they talked about.

Managing Group Dynamics:

| Concern | Strategies |
|---|---|
| One person dominates the conversation | <ul style="list-style-type: none">• Acknowledge their contributions, but ask, “What do others think?”• Call on other individuals to speak• Use a round-robin format so that each person gets to share |
| A student remains silent | <ul style="list-style-type: none">• Ask in a non-pressuring way if they would like to share• Use small-group discussions or partner sharing |
| A student keeps taking the conversation to a negative place | <ul style="list-style-type: none">• Acknowledge their frustrations and offer to follow up with them later• Move on to others who are interested in sharing |