

How to Find a Facilitator

A facilitator can provide a helpful, impartial voice of reason as you delve into the issues you and your company are facing. Before hiring a facilitator, it's important to become familiar with the person. Here are some questions that can be used as a starting point:

- Do you specialize in any particular industries or types of business?
- Is your focus on particular areas within business, or do you facilitate sessions on a variety of topics?
- What makes a great meeting in your opinion?
- What type of background information about our company will you need prior to the session?
- Do you work through a facilitator's association or bureau?
- Are you a professional facilitator, or a professional who facilitates?
- Can you describe the process you use to facilitate a session?
- Will you meet with members of the team prior to the session?
- How involved are you with setting the agenda for the meeting?
- Do you have handouts and learning materials available?
 - If so, do you customize the material for each group?
- How flexible is your schedule regarding last-minute emergencies and changes once on-site?
- Have you earned recognition as a facilitator? If so, please elaborate.
- Are you available for follow-up after you facilitate?
- What is your daily or hourly rate for facilitation?
- Do you have any unusual travel restrictions or requirements?

Locate facilitators: <http://www.iaf-world.org/i4a/pages/index.cfm?pageid=1> – A global database to search for a facilitator.

Another resource to find facilitators is at <http://www.nfdb.com/nfdb/find.asp>. This easy-to-use national database can help you narrow your search by your industry type, geographic area, and price you're willing to pay.