

Meeting Facilitation Techniques

This document will lead you through all the stages of developing a solution to the challenge to find critical and reflective media education strategies. It is supposed to serve as a toolkit for you to manage the group and help the group stay motivated, productive, and happy throughout the process. It is also meant to prepare you for difficult situations that might arise and give tips on how to handle them. To know more about a certain technique, just click on it and you will be redirected to a detailed description of that method.

Toolkit prepared and proposed by Paul Valéry University Montpellier.

3 to 5 sept.
ATHENS, GREECE



TADAM
EDUCATION

MEDIA EDUKATHON

An international
co-creation experience
on AI and media education



Co-funded by
the European Union

Meeting Facilitation Techniques

This document will lead you through all the stages of developing a solution to the challenge to find critical and reflective media education strategies. It is supposed to serve as a toolkit for you to manage the group and help the group stay motivated, productive, and happy throughout the process. It is also meant to prepare you for difficult situations that might arise and give tips on how to handle them. To know more about a certain technique, just click on it and you will be redirected to a detailed description of that method.

Suggested Activities for All Stages of the Process

1. Setting the Stage

These techniques help open the meeting productively and establish ground rules.

- **Check-in Round**: Ask participants to share how they're feeling or what they hope to get from the meeting. Builds rapport and presence.
- **Agenda Mapping**: Show the agenda visually at the start. Allow brief input or adjustments from participants.
- **Working Agreements**: Establish quick ground rules (e.g., no interruptions, time limits, one speaker at a time).
- **Icebreaker**: Use a short, playful or personal activity to build trust and reduce tension at the beginning of the session.
- **Roundtable**: Let each participant speak in turn on a specific question to ensure equal voice and encourage attentive listening.

2. Generating Ideas

Useful when the group is brainstorming or needs to explore options.

- **Brainstorming**: Encourage participants to share ideas freely without judgment. Quantity over quality at first.
- **Brainwriting**: Participants write down ideas individually, then pass them around for others to build on.
- **Round Robin**: Everyone contributes one idea in turn. Ensures participation and avoids domination by outspoken members.
- **Post-it Method**: Each participant writes down ideas on sticky notes. Ideas are then grouped and discussed collectively.
- **Mind Mapping**: Use a whiteboard or digital tool to map ideas in clusters to show connections and spark new thoughts.
- **World Café**: Participants move between small-group tables with different discussion topics. Ideas are shared and developed progressively.

Possible situations that might come up:

The Group Has Run Out of Ideas

Revive creative momentum and overcome the block.

- **Reverse Brainstorming**: Imagine how to make a project fail, then think about how to avoid those mistakes.
- **Collective Exquisite Corpse**: Build ideas in writing with multiple contributors, anonymously.
- **Word Association**: Draw an image and link it to the subject.

Tip: Change the location to stimulate creativity.

The Group Has Ideas but Doesn't Know How to Proceed

Structure the ideas, make them actionable, and assign roles.

- **5W:** Clarify each idea by answering Who? What? Where? When? How? Why?
- **Voting:** Collectively prioritize the displayed ideas.
- **Simplified Gantt Chart:** Design a timeline and visually plan who does what and when.

Tips: Clearly define each idea before moving into action. Conclude with a roundtable on the first concrete actions.

3. Prioritizing and Deciding

When the group has ideas but needs to choose or decide.

- **Show of Hands or Electronic Voting:** Use visible or anonymous voting to make quick, democratic decisions.
- **Dot Voting:** Participants get a limited number of votes (e.g., sticky dots) to place on their preferred options.
- **Fist to Five:** Participants show agreement from 0 (fist) to 5 fingers. Gauges support and helps reach consensus.
- **Impact vs Effort Matrix:** Helps prioritize ideas based on their potential impact and ease of implementation.
- **Roundtable:** Use a structured final round where everyone can share their thoughts before the group decides.

4. Deepening and Elaboration of Ideas

- **Mind Mapping:** Visualize and refine connections between ideas to deepen understanding.
- **De Bono Thinking Hats:** Explore an issue from different thinking perspectives (facts, emotions, risks, benefits, creativity, process).
- **Role Play:** Simulate a real situation to test ideas, explore roles or gain new insights through experience.

5. Managing Conflict or Difficult Discussions

To navigate disagreement constructively.

- **Reflective Listening:** One person summarizes the previous speaker's point before offering their own.
- **"Yes, and..." Technique:** Builds on others' ideas rather than shutting them down.

6. Re-energizing or Refocusing

When energy drops or the group is stuck.

- **1-Minute Stretch Break:** Stand up, stretch, breathe. Simple and effective.
- **"What If?" Exercise:** Ask an unexpected or playful question related to the topic.
- **Silent Reflection:** Pause for 2–3 minutes of quiet to let people gather their thoughts.

This toolkit is intended as a guide, not a rigid script. You are encouraged to choose the techniques that best fit your group, your goals, and the moment you are in. Feel free to adapt, remix, or combine techniques based on what you observe and sense in the room. Trust your facilitation intuition – and don't hesitate to modify the process if it helps participants engage more meaningfully.

Choosing Your Collaboration Tools

We recommend setting aside a short moment at the beginning of your meeting to discuss with your group whether you would prefer to work with digital tools or with pen and paper. As a digital tool, we suggest Miro, as it is an easy-to-use, all-in-one platform that allows you to create mind maps, note down ideas, and even set up quick surveys to support decision-making.

Miro: Ideal for digital whiteboards, mapping, workflows, team canvases
→ No account needed for guests (guest link works)

Detailed descriptions of the different facilitation techniques

to go directly to a specific method, click on the name of the method in the overview document

Check-in Round

A Check-in Round invites participants to briefly share their current thoughts, energy levels, or expectations. It sets a collaborative tone and helps everyone arrive mentally in the session. Particularly effective at the beginning of a workshop or day, this technique creates a sense of presence and cohesion.

Purpose:

- To welcome participants and help them focus
- To build openness and empathy
- To surface expectations or emotional states

How to Use the Technique:

1. Pose a short prompt like “What’s on your mind today?” or “One word that describes your energy.”
2. Invite each participant to answer briefly, without discussion.
3. Thank everyone for their input and transition into the main content.

[back to the overview](#)

Agenda Mapping

Agenda Mapping helps structure the session while offering space for adaptation. By visually presenting the session's flow, it creates clarity and allows participants to suggest adjustments or additions. This method promotes shared ownership and orientation in fast-paced group work.

Purpose:

- To present and clarify the meeting structure
- To invite participant input and flexibility
- To improve time management and focus

How to Use the Technique:

1. Present the proposed agenda visually (e.g. board, slide, sticky wall).
2. Ask: "Does anyone have something to add or clarify?"
3. Adjust together and revisit the map during transitions.

[back to the overview](#)

Working Agreements

Working Agreements are co-created rules or norms that help participants work together constructively. They foster a safe, respectful environment and prevent misunderstandings. This is especially important when collaborating across cultures, disciplines, and roles.

Purpose:

- To establish shared expectations for interaction
- To support inclusivity and psychological safety
- To prevent conflict or tension

How to Use the Technique:

1. Ask: “What do we need to feel safe and effective working together?”
2. Collect answers (e.g. “one speaker at a time,” “use simple English”) on a flipchart or screen.
3. Display them throughout the workshop.

[back to the overview](#)

Icebreaker

An icebreaker is a fun activity or question suggested at the start of a meeting to create a relaxed atmosphere. It helps build connection, promotes group cohesion and facilitates speaking, especially when participants know little or nothing about each other.

Purpose:

- To relax participants and lower entry barriers
- To create a positive emotional climate for collaboration
- To build trust and connection in diverse groups

How to Use the Technique:

1. Choose a playful or personal prompt (e.g. “If you were an app, what would you do?”, “Describe your current mood as a weather report”).
2. Ask participants to respond in turn or in pairs.
3. Keep the activity short, energizing, and inclusive.

[back to the overview](#)

Roundtable

The Round Table consists of giving the floor to each participant, one after the other, on a specific subject. This technique ensures that everyone has a chance to express themselves, prevents any one person from monopolizing the discussion, and fosters a climate of listening and respect. It's ideal for kicking off a meeting, gathering expectations or taking stock at the end of a session.

Purpose:

- To encourage equal participation
- To foster attentive listening and collective presence
- To gather expectations or close with reflection

How to Use the Technique:

1. Pose a focused question (e.g. “What do you hope to get out of today?” or “What did you learn?” find other examples).
2. Give each person time to respond without interruption.
3. Optionally summarize or note themes after the round is complete.

[back to the overview](#)

Brainstorming

This method aims to generate as many ideas as possible in a limited time, without judgment or self-censorship. Participants freely share their proposals, which are all welcomed and noted. A subsequent sorting and discussion phase then enables the most pertinent ideas to be selected. Brainstorming stimulates creativity and encourages the emergence of original solutions.

Purpose:

- To generate a wide range of ideas quickly
- To encourage creative freedom without critique
- To spark innovative thinking in a group setting

How to Use the Technique:

1. Set a clear question or challenge.
2. Invite participants to speak freely, sharing ideas without filters.
3. Record all contributions visibly.
4. Only after collecting, cluster or evaluate ideas.

Example: To explore tools that can support media education, the group generates 30+ raw ideas in under 10 minutes without commenting or ranking.

[back to the overview](#)

Brainwriting

A written variant of brainstorming, brainwriting invites each participant to write down his or her ideas anonymously on a sheet of paper. The sheets are then circulated so that others can expand upon or complete the proposals. This method encourages creativity, limits the influence of dominant personalities and allows the more reserved members of the group to express themselves.

Purpose:

- To give quieter participants equal space to contribute
- To reduce pressure from group dynamics
- To allow ideas to evolve collaboratively

How to Use the Technique:

1. Ask each person to write 3 ideas silently.
2. Pass the sheet to another person to build on or add to.
3. Repeat 2–3 rounds.
4. Collect and share the final results.

[back to the overview](#)

Round Robin

Round Robin ensures that everyone in the group contributes by allowing each participant to share an idea in turn. This technique prevents dominant voices from taking over and supports quieter or less confident members to speak. It's especially useful in early-stage ideation or when discussing sensitive or complex topics.

Purpose:

- To ensure equal speaking time
- To gather diverse perspectives
- To structure early-phase input or check-ins

How to Use the Technique:

1. Pose a clear prompt related to the topic.
2. Go around the circle or group, inviting one brief response per person.
3. Avoid interruptions or discussion until the full round is complete.

[back to the overview](#)

Post-it Method

Each participant writes his or her ideas or responses on post-it notes, which are then posted on a wall or board. Contributions are grouped, classified and prioritized collectively. This visual technique facilitates individual expression, the structuring of ideas and the rapid identification of trends or consensus.

Purpose:

- To collect diverse inputs visually
- To identify themes and consensus quickly
- To create a shared visual workspace for ideation

How to Use the Technique:

1. Ask a guiding question and give each participant post-its.
2. Let them write one idea per note (in capital letters).
3. Stick all ideas onto a surface and cluster them.
4. Discuss, prioritize or vote as needed.

[back to the overview](#)

Mind Mapping

A mind map is a visual, tree-like representation of the ideas or points discussed during a meeting. Built collectively, it facilitates the structuring, memorization and synthesis of discussions, while revealing the links between the various elements. You can either use a digital tool like Miro or a physical whiteboard to create your mind map.

Purpose:

- To make abstract or complex ideas more tangible
- To show how concepts are interlinked
- To co-create a structured overview in real time

How to Use the Technique:

1. Place a central theme or question in the middle of a board or digital canvas.
2. Branch out related ideas, terms or subtopics.
3. Build new layers and connections collectively.

[back to the overview](#)

World Café

The World Café is based on exchanges in small groups around thematic tables. After a period of discussion, participants move from one table to another to cross points of view. Each table then summarizes the main ideas. This approach encourages rich exchanges, co-construction and the involvement of all participants.

Purpose:

- To encourage dialogue in small subgroups
- To ensure ideas travel and evolve between groups
- To create collective ownership of outcomes

How to Use the Technique:

1. Set up tables with a specific topic and a host for each table who notes what that is being said.
2. Divide the group into subgroups (same amount as there are tables).
3. Host timed rounds of conversation where the subgroups change table after each round. We suggest 10-15 minutes per round.
4. The host of each table welcomes the new group and gives a quick summary of what has been discussed by the previous group.
5. The main ideas of each table are presented and discussed in the entire group.

[back to the overview](#)

Reverse Brainstorming

Reverse Brainstorming is a creative problem-solving technique that involves looking at a problem from the opposite perspective: instead of asking "How can we solve this?", participants ask "How could we cause this problem?" or "How could we make it worse?". This inversion often reveals hidden issues and inspires innovative solutions.

Purpose:

- To explore problems from a new angle
- To identify potential pitfalls and prevent them
- To generate unconventional ideas

How to Use the Technique:

1. **Define the problem clearly.** *Example: "How can we improve learner understanding?"*
2. **Reverse the problem statement.** *Example: "How could we reduce learner understanding?"*
3. **Generate "negative" ideas.** Encourage the group to think freely and come up with all the ways the issue could be worsened.
4. **Analyze and reverse the ideas.** Review the list of negative ideas and reverse them to discover actionable solutions.
5. **Evaluate and prioritize solutions.** Select the most promising ideas and plan how to implement them.

[back to the overview](#)

Collective Exquisite Corpse

The Collective Exquisite Corpse is a group creativity technique where participants co-create content (a story, idea, image, etc.) by contributing in sequence, without knowing all the previous contributions. Originally a surrealist game, it is now used to spark spontaneous, surprising, and collaborative ideas.

Purpose:

- To stimulate imagination and group creativity
- To encourage non-linear thinking
- To break habitual idea patterns
- To foster team bonding in a fun, low-pressure way

How to Use the Technique:

1. **Choose a Topic or Prompt.** Optional: give a loose theme (e.g., “the future of education”).
2. **Set the Format and Turn Rules.** Decide how many words or lines each person can write (e.g., one sentence).
3. **Conceal Previous Contributions.** Each participant sees only the last line or few words of the previous one, or nothing at all.
4. **Pass to the Next Person.** Each participant adds their part based on limited context.
5. **Reveal the Whole.** At the end, read the full text aloud for analysis, fun, or inspiration.

[back to the overview](#)

Word Association from images

The Word Association from Images is a visual creativity technique where participants look at an image and rapidly associate words with what they see or feel. It stimulates intuitive thinking, emotional reactions, and fresh perspectives by tapping into visual cues rather than verbal prompts.

Purpose:

- To unlock imagination through visual stimuli
- To explore unconscious associations
- To encourage metaphorical and symbolic thinking
- To spark new ideas or reframe a problem creatively

How to Use the Technique:

1. **Select or Show an Image.** Choose an image related or unrelated to the topic (photo, painting, abstract art, etc.).
2. **Observe Silently.** Let participants look at the image for 30–60 seconds without speaking.
3. **Free Word Association.** Ask participants to quickly write or say all the words that come to mind (objects, feelings, concepts, actions...).
4. **Share and Compare.** Share the words as a group. Highlight recurring themes or surprising connections.
5. **Link Back to the Problem.** Use the collected words to inspire new ideas or solutions to the original topic.

[back to the overview](#)

5W (Who? What? Where? When? Why? How?)

The 5W technique helps clarify and deepen rough ideas by applying journalistic questions. It turns vague concepts into concrete plans and exposes gaps in logic or feasibility.

Purpose:

- To analyze ideas in detail
- To strengthen clarity and feasibility
- To prepare for action planning

How to Use the Technique:

1. Select an idea or proposal.
2. Ask and answer each of the W-questions (and “How?”) together.
3. Record results and adjust the idea accordingly.

Example: An idea for a AI education strategy becomes clearer by answering: *Who* is it for? *What* will it include? *Where* will it be shared?

[back to the overview](#)

Voting

Voting allows a group to make quick, transparent decisions or to prioritize ideas collaboratively. It can be done visually, digitally, or interactively and works especially well after ideation phases when options need to be narrowed down. Voting reveals group preferences without lengthy debate and supports collective ownership of outcomes.

Purpose:

- To prioritize or rank options quickly
- To visualize group preferences
- To move from ideation to selection

➤ Show of Hands or Electronic Voting

This method involves asking participants to vote openly (e.g. by raising hands) or anonymously via a digital tool.

1. Present clear options (e.g. topics, next steps, etc).
2. Let participants vote, either visibly or with a tool.

Online tools:

- Miro – it is possible to create surveys directly in your digital mind map
- Google Forms – great for quick preferences
- Tricider – ideal if you'd like to collect arguments alongside the votes

➤ Dot Voting

Dot Voting is a physical or digital method where participants receive a limited number of "votes" (stickers, dots, or tokens) to place on their preferred ideas or proposals. This technique works well for prioritizing options visually.

How to Use the Technique:

1. Post all ideas visibly (on a wall, whiteboard, or virtual board).
2. Give each participant a fixed number of votes (e.g. 3).
3. Let them vote silently by placing dots.

Online tools:

- Miro – write out the ideas on your digital mind map and vote using stickers
- Dotstorming – perfect for dot voting with virtual sticky notes

Fist to Five

Fist to Five is a quick consensus check where participants show support for a proposal by raising zero (fist) to five fingers. It creates a visual, democratic measure of agreement and allows concerns to surface.

Purpose:

- To gauge support or hesitation
- To quickly build alignment
- To identify disagreement without confrontation

How to Use the Technique:

1. Present a proposal.
2. Ask participants to vote simultaneously with fingers.
3. Invite clarification from low scorers if needed.

[back to the overview](#)

Simplified Gantt Chart





A simplified Gantt chart is a visual planning tool that shows who will do what, when. It helps structure implementation, assign responsibilities, and set realistic timelines. This technique is useful after co-creation processes when ideas need to be transformed into action.

Purpose:

- To plan next steps in a visual, accessible way
- To assign responsibilities and timeframes
- To align expectations across the group

How to Use the Technique:

1. List all action points or tasks to be completed.
2. Create a timeline grid (e.g. on paper or digitally).
3. Fill in who will do what and when.

Tasks	Day 1	Day 2	Day 3	Presentation
Task 1				
Task 2				
Task 3				
Task 4				

[back to the overview](#)

Impact vs. Effort Matrix

This matrix helps teams evaluate options based on their potential impact versus the effort required. It supports informed prioritization by placing ideas into four quadrants: quick wins, major projects, low-impact, and avoid.

Purpose:

- To prioritize based on feasibility and value
- To support strategic discussion
- To identify low-hanging fruits

How to Use the Technique:

1. Draw a 2x2 grid (impact vs effort).
2. Place ideas in the appropriate quadrant.
3. Discuss which to pursue.

	Low Effort	High Effort
High Impact	Quick Wins	Major Projects
Low Impact	Nice to have	Avoid/Deprioritize

[back to the overview](#)

De Bono Thinking Hats

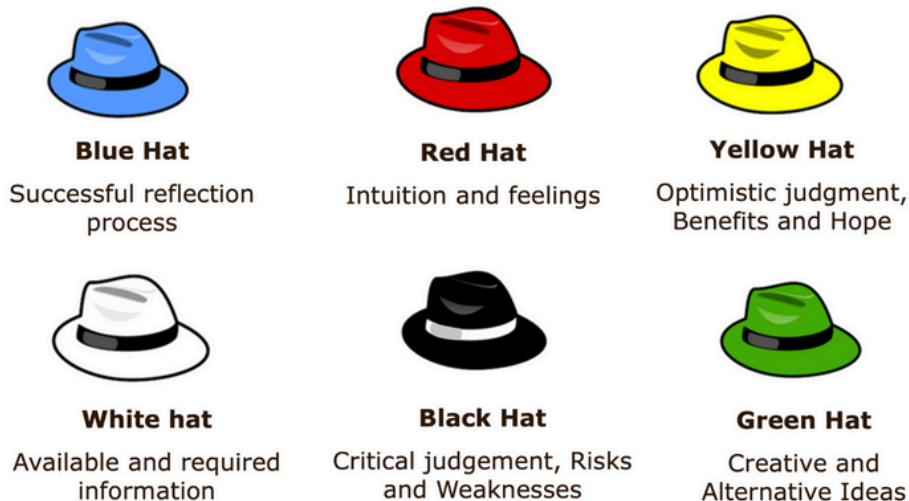
The Six Thinking Hats is a structured group thinking technique developed by Edward de Bono. It encourages looking at problems from six distinct perspectives, each represented by a colored "hat." This helps teams think more clearly, avoid conflict, and generate well-rounded ideas.

Purpose:

- To encourage parallel thinking
- To explore a topic from multiple angles
- To improve decision-making and creativity

How to Use the Technique:

1. Define the topic or problem.
2. Assign hats (either to the whole group sequentially or to individuals).
3. Discuss the topic using each hat's perspective.
4. Conclude with the Blue Hat to summarize and define next steps.



[back to the overview](#)

Role Play

Role-playing puts participants in a situation to explore a problem, test solutions or understand different points of view. This technique encourages empathy, perspective-taking and the identification of new courses of action through experimentation.

Purpose:

- To explore challenges from multiple perspectives
- To prototype interactions or scenarios
- To surface emotional or ethical insights

How to Use the Technique:

1. Define the scenario (e.g. “Challenges in the classroom with AI-generated misinformation”).
2. Assign roles (e.g. student, teacher, policymaker).
3. Act out the scenario and observe what emerges.

Example: Participants simulate a classroom in which students argue about using AI for homework, leading to reflection on real-world challenges and potential strategies.

[back to the overview](#)

Reflective Listening

Reflective Listening builds empathy and ensures true understanding during challenging conversations. By paraphrasing the previous speaker before adding new thoughts, participants learn to listen actively and engage constructively.

Purpose:

- To reduce misunderstanding and conflict
- To build trust and slow down escalation
- To encourage careful, respectful interaction

How to Use the Technique:

1. Agree on the rule: before speaking, reflect the last person's point in your own words.
2. Practice this in small groups or during emotionally charged topics.

Example: During a disagreement on AI regulation in education, participants reflect each other's concerns before proposing alternatives.

[back to the overview](#)

« Yes, and... » Technique

Instead of rejecting others' ideas, this technique encourages building on them constructively. It's a mindset borrowed from improvisation that helps ideas flow without judgment.

Purpose:

- To boost creative momentum
- To create an open, encouraging atmosphere
- To strengthen idea co-ownership

How to Use the Technique:

1. Invite participants to respond to all ideas with “Yes, and...”
2. Practice in a warm-up or use during ideation.
3. Celebrate the unexpected connections that emerge.

[back to the overview](#)

1-Minute Stretch Break

When energy drops during long sessions, a one-minute stretch break offers a quick way to re-engage body and mind. It promotes circulation, resets focus, and supports group well-being.

Purpose:

- To physically and mentally recharge
- To transition between activities
- To support long-term attention and comfort

How to Use the Technique:

1. Invite everyone to stand, stretch, breathe deeply.
2. Lead a few simple movements or let participants choose their own.
3. Resume with renewed energy.

[back to the overview](#)

« What If ? » Exercise

This playful technique introduces unexpected or provocative questions to spark creativity and shift thinking. It encourages participants to leave conventional paths and imagine bold scenarios; especially useful when the group feels stuck or ideas become repetitive.

Purpose:

- To spark lateral thinking
- To break routine patterns
- To energize creative momentum

How to Use the Technique:

1. Pose a surprising question, e.g. “What if media literacy had to be taught by a chatbot?”, “What if AI disappeared tomorrow?”
2. Let participants reflect or write down answers.
3. Share insights in pairs or with the group.

[back to the overview](#)

Silent Reflection

This technique invites participants to pause and think quietly, without external input. It helps them process complex topics, form individual opinions, and regain clarity, particularly valuable before making decisions or after intense discussions.

Purpose:

- To create space for inner processing
- To allow quieter participants to engage
- To support thoughtful, deliberate input

How to Use the Technique:

1. Pose a reflective prompt (e.g. “What are we missing?”).
2. Ask participants to sit quietly and think for 2–3 minutes.
3. Optionally, let them jot down thoughts or share after.

[back to the overview](#)