TOP **10** FACILITATION TOOLS

Use these tools to bring out the best in a group

These 10 tools are easy to use, extremely effective, and guaranteed to help you get more done with groups. For guidance and examples, go to **sc.edu/excellence**.

1. **Root Cause Analysis:** Pinpoint the real reason behind a problem, helping your team focus on lasting solutions.

2. **Pareto Diagram:** Identify the most impactful issues, so you can focus efforts where they'll make the biggest difference.

3. **Brainstorming:** Spark creativity, foster collaboration, and generate a wealth of ideas – quickly.

4. **Brainwriting:** Capture thoughtful contributions from all participants, ensuring all voices are heard without pressure.

5. **Carousel Process:** Rotate subgroups through different stations to get comprehensive input and collaboration.

6. **Impact/Effort Grid:** Prioritize efforts by balancing the potential impact of actions with the required effort.

7. **Dot Voting:** Move toward consensus visually by having participants place dots to mark their top choices.

8. **Decision Matrix:** Narrow in on a decision by evaluating multiple options using a small set of meaningful criteria.

9. **Affinity Diagram:** Organize ideas into clear themes, helping the team see patterns and draw conclusions.

10. **Gantt Chart:** Show project timelines and dependencies in a single visual to keep an effort on track.

Pro Tip: Combine tools to be even more productive. For example, start with **brainwriting**, then build an **affinity diagram** to process the ideas, then use **dot voting** to lift out priorities.

Organizational Excellence
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Want more?

Go to **sc.edu/excellence** for more Facilitation Tools and Techniques – 21 in all.

ANALYZE & SOLVE PROBLEMS

- Root Cause Analysis
- Force Field Analysis
- Pareto Diagram
- A3 Problem Solving

GENERATE IDEAS

- Brainstorming
- Brainwriting
- Nominal Group Technique
- Carousel Process
- Mind Mapping
- Six Thinking Hats

MAKE DECISIONS

- Impact/Effort Grid
- Dot Voting
- Multi-Voting Technique
- Decision Balance Sheet
- Decision Matrix
- Consensus Building

ORGANIZE & PLAN

- Affinity Diagram
- Action Plan
- Gantt Chart

EVALUATE

- Plus/Delta
- Stop/Start/Continue