



UBN Forum Discussion Facilitation Tips

(Suggested discussion facilitation tips to help you effectively lead your Forum group)

The Leader's Role

Your role is to:

- Create a safe environment.
- Encourage participation from everyone.
- Keep the discussion focused.
- Draw out wisdom from the group.
- Connect discussion to practical action.
- Ensure the meeting finishes on time.

Remember:

- Facilitate conversation. Don't dominate it.

1. Start With the Purpose

At the beginning of each meeting, remind the group why they are gathering:

Something like this; *"Growing together in our faith-at-work journey so we can become Christ-centered catalysts for workplace transformation."*

This creates alignment before discussion begins.

2. Ask Open-Ended Questions

Recommended questions:

- "What do you think?"
- "Tell us more about that."
- "How did that impact you?"
- "What led you to that conclusion?"
- "How does this apply to your workplace?"

The best discussions happen when members reflect.

3. Drawing Out Quieter Members

Not everyone processes out loud. Some members need an invitation to participate.

Try:

- "[Name], what are your thoughts?"
- "[Name], have you experienced anything similar?"
- "Would anyone who hasn't spoken yet like to add something?"

Never force participation, but create opportunities.

4. Manage Dominant Personalities

Some people naturally speak more than others. When one person is taking too much airtime:

Redirect Gracefully

- "Thank you for sharing that. Let's hear from a few others."
- "That's helpful. Who has a different perspective?"
- "Let's pause there and see what the group thinks."

Always protect the discussion without embarrassing the individual.

5. Keep Discussions Practical

When conversations become overly theoretical, bring them back to application.

Ask:

- What should we do with this?
- How would this look in your business?
- What action could someone take this week?
- How has your experience shaped your view?

The goal is transformation, not simply information.

6. Steer Conversation Back on Track

Occasionally discussions drift off topic.

When this happens:

- Acknowledge
- "That's a great point."

Redirect

- "Let's connect that back to today's discussion."

or

- "To respect our time, let's return to the main question."

or

- "We may need to continue that conversation afterward."

Constantly guide without controlling the forum meeting.

7. Handle Problem-Solving Discussions Well

When a member presents a challenge:

Ask Questions First

Before giving advice, encourage the group to ask:

- What have you already tried?
- What does success look like?
- What's the biggest obstacle?
- What options are you considering?

Seek to understand first before seeking to be understood

8. Create Safety and Confidentiality

People only share honestly when they feel safe.

Regularly remind members:

- Respect each other's stories.
- Avoid interrupting.
- Listen well.
- Maintain confidentiality.

A safe environment produces deeper conversations and stronger relationships.

9. Watch the Clock

Great discussions can easily consume the entire meeting.

A leader should always know:

- Current time
- Time remaining
- Next agenda item

Consider giving yourself checkpoint reminders:

Sample 90-Minute Meeting

0:00-0:10 Welcome & Icebreaker

0:10-0:25 Wins & Accountability Check

0:25-0:55 Video Lesson & Discussion

0:55-1:10 Faith & Work Discussion

1:10-1:20 Accountability

1:20-1:30 Prayer & Commitments

Adapt as needed, but keep moving.

10. How to Close Discussion on Time

When discussion time is nearing completion:

- Give a 5-Minute Warning

"We have about five minutes left. Let's begin wrapping up."

Summarize Key Insights

"Here's what I heard today..."

Highlight:

- Main ideas
- Key lessons
- Encouragement shared
- Decisions made

Transition to Action

Ask:

- "What's the ONE action you will take before our next Forum meeting?"
- Record responses whenever possible. This reinforces accountability and follow-through.

11. End With Prayer and Encouragement

Before dismissing the group:

- Review prayer requests.
- Pray specifically.
- Thank members for participating.
- Confirm the next meeting date.

Close with encouragement.

The UBN Facilitation Formula

CONNECT

- Build relationships and trust.

GUIDE

- Keep discussion focused and balanced.

DISCOVER

- Draw wisdom from the group.

APPLY

- Turn conversation into action.

CLOSE

- End on time with accountability, next steps, and prayer.

Members should feel engaged, growth, and committed to taking action.

(Remember, this is a sample discussion facilitation tips, be as flexible as you can)