

# Facilitator Tips for Using the iPRISM Webtool with Teams

## Who can be a facilitator?

A facilitator can be a team member or external consultant with expertise in implementation science or someone who is familiar with the webtool

## What is the facilitator's role?

- Provide general guidance on the goal of using the webtool as a team
- Instruct team members whether to complete all or parts of the webtool asynchronously
  - If you want to work as a team to identify and prioritize strategies/adaptions and create an action plan, instruct your team to stop after completing Step 4
- Schedule a team meeting to discuss results and develop action plans
- Download and review the team summary report
  - **Important:** Bookmark the final webpage or sign up for an email so you can return later
- Present the results to the team
- **Moderate** the team discussion, which includes:
  - Reviewing results
  - Ensuring that everyone's perspectives are heard and if there are discrepancies in ratings, discussing why
  - Prioritizing strategies/adaptations
  - Creating an action plan
- Document decisions made during the meeting or assign someone to document



## How to be an effective moderator

- Create and share an agenda to help you stay on track
- Begin with introductions when there are new or unfamiliar members
- Set the tone and ground rules to
  - Motivate and encourage everyone to feel comfortable speaking up
  - Ensure everyone's unique perspectives are heard
- Ask someone else to take notes and/or record the session
- Beforehand, consider **possible challenges** that might arise and **how you might address them:**

Possible challenges	How you might prevent or address
Someone is being dominant, cutting people off or talking too much	<ul style="list-style-type: none"><li>-Call on someone else directly by name</li><li>-Ask others to comment on something related</li><li>-Summarize their key points and note it is important to hear from everyone</li><li>-Interrupt the person politely</li><li>-Blame it on the clock</li></ul>
There is disagreement	<ul style="list-style-type: none"><li>-Acknowledge each view</li><li>-Remind the group that all perspectives are important, and it is NOT bad if there are differences (differences indicate the issue is complex)</li></ul>
Someone is not speaking up	<ul style="list-style-type: none"><li>-Remind the team that everyone's perspectives are important, and no one is wrong</li><li>-Make eye contact with the individual and use body language to prompt their input</li><li>-Call on them by name</li></ul>
You are running out of time	<ul style="list-style-type: none"><li>-Continually refer to the agenda and the need to develop an action plan</li><li>-Suggest a contingency of working with an individual (champion) to complete and get back to everyone for their review</li></ul>