



## How the “Facilitator/Moderator” Helps the Small Group

The role of the “**Facilitator/Moderator**” is very important. Each small group will need **1** facilitator/moderator.

What is my role as a “**Facilitator/Moderator**”?

### The **Facilitator/Moderator**:

Facilitates the small group discussion.

Ensures everyone has an opportunity to participate.

Helps the group work toward consensus.

## How the “Recorder” Helps the Small Group

The role of the **Recorder** is very important. Each small group will need **1** recorder.

The comments made in the small group are recorded on a flipchart paper. The person who does this is called the “Recorder”.

What is my role as a “**Recorder**”?

### The **Recorder**:

Keeps the official record of the small group activity.

Writes down the main comments made by the participants.

Keeps the list of the GOAL or TOP THREE STRATEGIES selected by the group.

## How the “Reporter/Tour Guide” Helps the Small Group

The role of the **Reporter/Tour Guide** is very important. Each small group will need **4-5** reporters/tour guides.

What is my role as a “**Reporter/Tour Guide**”?

### The **Reporter/Tour Guide**:

Provides a summary of the small group discussion.

Reports the final goal or top three strategies generated.