



# Calibration – Facilitator Responsibilities

Generally, the manager of the supervisory team should be the facilitator for the conversation. The facilitator should:

- **Set the rules.** Review the process that the team will follow and hold the team accountable to the established ground rules.
- **Keep the discussion focused.** It is easy to get side-tracked on specific or unique situations that have occurred or could occur, and this could derail the conversation into unnecessary details or on issues that aren't relevant to this meeting's purpose. The facilitator may need to table some conversations for another time, or have one-on-one meetings later to address specific concerns of individuals.
- **Ensure input.** Some highly outspoken supervisors may try to dominate the conversation or impose "their way" of doing things, right or wrong. The facilitator needs to get all voices in the conversation so that all perspectives can be heard.
- **Facilitate more than decide.** Although the facilitator may provide input, they should be selective when doing so during the discussion. Their most important role is as a facilitator to get the ideas on the table, then serve as a decision-maker once the conversation is over.