



WHY THE FACILITATOR SITS AT THE HEAD OF THE TABLE

★ SEE THE ROOM. READ THE ROOM. LEAD THE ROOM. ★

The facilitator should sit at **the head of the table** whenever possible.

From that position, the facilitator can maintain visual connection with everyone in the room and better understand what is happening beyond the conversation itself.



SEE THE SIGNS OTHERS MISS

Signs that someone may be struggling are often silent and subtle.

- Becomes unusually quiet
- Withdraws from the conversation
- Avoids eye contact
- Appears distracted
- Reacts differently to something being discussed



KEEP A MENTAL NOTE OF PARTICIPATION

Notice who is participating—and who isn't. The goal isn't to force anyone to speak, but to look for comfortable opportunities to invite the quiet ones in.



INVITE. INCLUDE. ENGAGE.

A simple invitation can make all the difference. Examples:

"Jim, you spent some time overseas. What was your experience with that?"

"Mike, we haven't heard from you yet. What do you think?"



PARTICIPATION ENCOURAGES CONTINUED ATTENDANCE

When people contribute, they feel part of the group—not just someone sitting in the room. They become known. Their opinions matter. Their stories become part of the conversation. Participation builds Connection, Purpose, and Belonging.



IT'S EASIER TO LEAD FROM THE FRONT

When issues arise—one person dominates the conversation, topics drift, side conversations develop, or another corrective measure is needed—it's much easier to redirect the entire table from the front than from the sides.

- ✓ Keeps the conversation on track
- ✓ Sets the tone
- ✓ Protects the time and space for everyone
- ✓ Helps ensure everyone feels respected



A POSITION OF AWARENESS. NOT AUTHORITY.

The facilitator sits at the head of the table so they can see the room, read the room, protect the conversation, and make sure the people who are easiest to overlook don't quietly disappear from it.

★ SEE THE ROOM
★ READ THE ROOM
★ LEAD THE ROOM

NO DUES. ★ NO DEMANDS. ★ GREAT CONVERSATION.