

Facilitation Techniques Bingo

Overview

This bingo game is designed to help trainers recognize and implement effective facilitation techniques. Based on best practices for creating and maintaining a positive learning environment, this interactive activity encourages participants to identify facilitation strategies in action or incorporate them into their own teaching.

Materials Needed

- Printed bingo cards (one per participant)
- Markers or stickers for tracking spotted techniques
- Reference sheet of facilitation techniques
- Small prizes (optional)

Instructions

1. Distribute one bingo card to each participant at the beginning of a training session.
2. Explain that the goal is to identify when facilitation techniques are being demonstrated during the session.
3. When participants observe a technique in action, they mark that square.
4. The first person to complete a row, column, or diagonal calls "Bingo!"
5. The winner should explain each technique they marked and how they observed it
6. Continue play for additional winners as time allows

Variations

- **Observer Bingo:** Use during peer observation to identify facilitation techniques used by colleagues
- **Implementation Bingo:** Use as a planning tool to ensure incorporation of diverse facilitation techniques
- **Self-Assessment Bingo:** Use after teaching to reflect on which techniques were successfully implemented

BINGO CARD #1

Learner Engagement and Interaction

B	I	N	G	O
<p>Think-Pair-Share: Present a concept, have participants think individually, then discuss with a partner before sharing with the group</p>	<p>Case Studies: Present real-world scenarios for participants to analyze and develop solutions</p>	<p>Role Play: Have participants act out scenarios to practice skills or demonstrate concepts in a safe environment</p>	<p>Small Group Discussions: Break participants into smaller teams to discuss specific questions or topics</p>	<p>Gallery Walk: Create stations around the room with different topics for participants to rotate through and add ideas</p>
<p>Polling/Audience Response: Use digital tools or hand raising to gather quick feedback during presentation</p>	<p>Brainstorming Sessions: Encourage rapid idea generation on a specific topic without judgment of ideas</p>	<p>Knowledge Checks: Include brief quizzes or targeted questions throughout the presentation</p>	<p>Arrange the room to facilitate interaction (U-shape, round tables)</p>	<p>Demonstration with Practice: Show a technique, then immediately have participants practice it themselves</p>
<p>Problem-Based Learning: Present a problem at the start and solve it collaboratively as concepts are introduced</p>	<p>Fishbowl Discussions: Have a small group discuss in center while others observe, then rotate participants</p>	<p>FREE SPACE: Facilitation in Action!</p>	<p>Scenario Cards: Distribute cards with different situations for small groups to discuss and solve</p>	<p>Simulations: Create realistic scenarios for participants to work through applying their knowledge</p>
<p>Round Robin: Have each participant add one idea or solution to build a collective response</p>	<p>Buzz Groups: After presenting key information, give groups 3-5 minutes to discuss application</p>	<p>One-Minute Papers: Ask participants to write brief reflections on key concepts or questions</p>	<p>Peer Teaching: Have participants teach concepts to each other after learning them</p>	<p>Guided Note-Taking: Provide partially completed notes that participants fill in during the lecture</p>
<p>Interactive Quizzes: Use competitive or collaborative quizzes to reinforce learning</p>	<p>Debate Sessions: Assign opposing viewpoints for participants to research and debate</p>	<p>Storytelling: Use narratives to illustrate concepts and invite participants to share relevant experiences</p>	<p>Concept Mapping: Create visual representations showing relationships between ideas or concepts</p>	<p>Reflective Journaling: Provide time for participants to write about how content connects to their practice</p>

BINGO CARD #2

Creating a Positive Learning Environment

B	I	N	G	O
Set clear guidelines for respectful behavior.	Identify shared goals to foster unity.	Use an appropriate speaking pace and tone	Provide constructive feedback that focuses on improvement	Create a quiet learning environment
Use inclusive examples in training materials	Stay calm when handling difficult situations	Maintain eye contact with participants during discussions	Schedule sessions at times when participants are most alert	Test all technical equipment before training
Model respectful interactions with participants	Acknowledge the person's feelings during difficult conversations	FREE SPACE: Facilitation in Action!	Use Post-it notes for interactive feedback	Ensure bright, well-balanced lighting
Learn and use participants' names	Encourage participants to share experiences	Ask open-ended questions to prompt discussion	Give clear instructions with an opportunity for questions	Arrange the room to facilitate interaction (U-shape, round tables)
Address diverse perspectives in materials.	Think, pair, share	Avoid reading directly from slides or notes	Respond to questions promptly and thoughtfully	Include hands-on practice opportunities

BINGO CARD #3

Advanced Facilitation Strategies

B	I	N	G	O
Encourage storytelling to relate content to practice.	Be approachable and available for support	Nod occasionally to show active listening	Arrange seating to facilitate interaction	Incorporate active learning techniques
Turn off notifications to avoid digital distractions	Use flip charts or post-it notes to capture participant input	Provide contact information for questions	Explain Each Step Clearly	Create a judgment-free atmosphere
Ask open-ended questions to prompt discussion	Maintain eye contact with participants during discussions	FREE SPACE: Facilitation in Action!	Move around the room	Use real-life examples
Demonstrate thorough content knowledge	Listen fully before responding	Establish ground rules collaboratively	Encourage questions with "What questions do you have?"	Make presentation materials accessible in multiple formats
Use appropriate non-verbal cues	Synthesize the discussion by identifying common themes	Pay close attention to participants' comments	Provide adjustable seating options when possible	Encourage participants to share their own experience

BINGO CARD #3

Advanced Facilitation Strategies

B	I	N	G	O
Create a judgment-free atmosphere	Emphasize how IPC practices protect patients and staff	Use hand gestures to emphasize key points	Use a conversational tone rather than a formal presentation	Have backup technology options available
Celebrate diversity in the classroom	Provide detailed instructions for activities	Move around the room during activities	Design activities for sharing unique experiences	Use the microphone appropriately for clear audio
Listen fully before responding to questions	Link IPC content to real-world infection prevention outcomes	FREE SPACE: Facilitation in Action!	Ensure equal participation in discussions	Use clean, uncluttered virtual backgrounds
Set positive tone at the beginning of session	Summarize key discussion points periodically	Lean slightly forward to show engagement	Terminate repetitive discussions respectfully	Organize content into focused modules
Adapt your approach if participants seem disengaged	Provide practical IPC resources like checklists and guides	Encourage questions with "What questions do you have?"	Use engaging multimedia presentations	Schedule breaks appropriately throughout training

BINGO CARD #5

Managing Difficult Situations

B	I	N	G	O
Take a deep breath before responding to tension	Gently redirect dominant participants	Acknowledge different perspectives in discussions	Address side conversations respectfully	Set clear boundaries when necessary
Handle disagreements with tact and diplomacy	Reframe problems to focus on solutions	Use a "parking lot" for off-topic questions	De-escalate tensions by finding common ground	Validate concerns while focusing on benefits
Follow up on questions you couldn't answer immediately	Maintain neutral facial expressions during disagreements	FREE SPACE: Facilitation in Action!	Redirect conversation without embarrassing participants	Respond to resistance with understanding
Address disruptive behavior privately when possible	Encourage mutual respect among participants	Use phrases like "help me understand your concern."	Ask for clarification before responding to criticism	Use effective time management to prevent frustration
Balance participation from quiet and vocal members	Redirect negative comments to constructive solutions.	Use empathetic language with challenging participants	Move physically closer to areas of side conversation	Remain composed when dealing with confrontation