



FACILITATION HACKS FOR PEOPLE WHO LEAD

Lead Any Room with Confidence & Control
5 Proven Tactics to Run Sessions That Get Results

- ✓ Stop losing control of the room
- ✓ Get engagement without gimmicks
- ✓ Master 5 facilitation moves top trainers use



Penny Nilsen
M Ed, DTM
10x Business Coach

✓ Team leads, Coaches, Owners,
Trainers & Facilitators, CEOs

Based on 15+ years of experience.

Real hacks. Real outcomes.

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ABOUT PENNY

Penny Nilsen, M Ed, DTM — 10X Business Coach and Master Educator — trains leaders who know talk is cheap and performance matters.

Penny helps teams and trainers lead better sessions, communicate with impact, and drive results that stick. Penny wants clients who are serious about growth — and people who are ready to lead the room. Let's go!





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THE PROBLEM

"Your team doesn't need more training
—they need better facilitation."

You don't have a team problem. You have a delivery problem. Boring meetings, passive training, and disengaged staff aren't a people issue—they're a facilitation issue. Change how you lead the room -- and you'll change your results.

5 Myths About Leading Training/Meetings

1. **✗ "If I talk more, they'll learn more."**
People learn by doing, not listening.
2. **✗ "PowerPoint is the answer."**
Only if your slides aren't doing the talking for you.
3. **✗ "Engagement is optional."**
If they're not engaged, they're not learning.
4. **✗ "Disruptive people should be ignored."**
That only feeds the chaos.
5. **✗ "You need years of experience to be great."**
You need a plan and a few go-to strategies.



ADULT LEARNING CYCLE

GREAT FACILITATION = CYCLING THROUGH 4 PHASES:

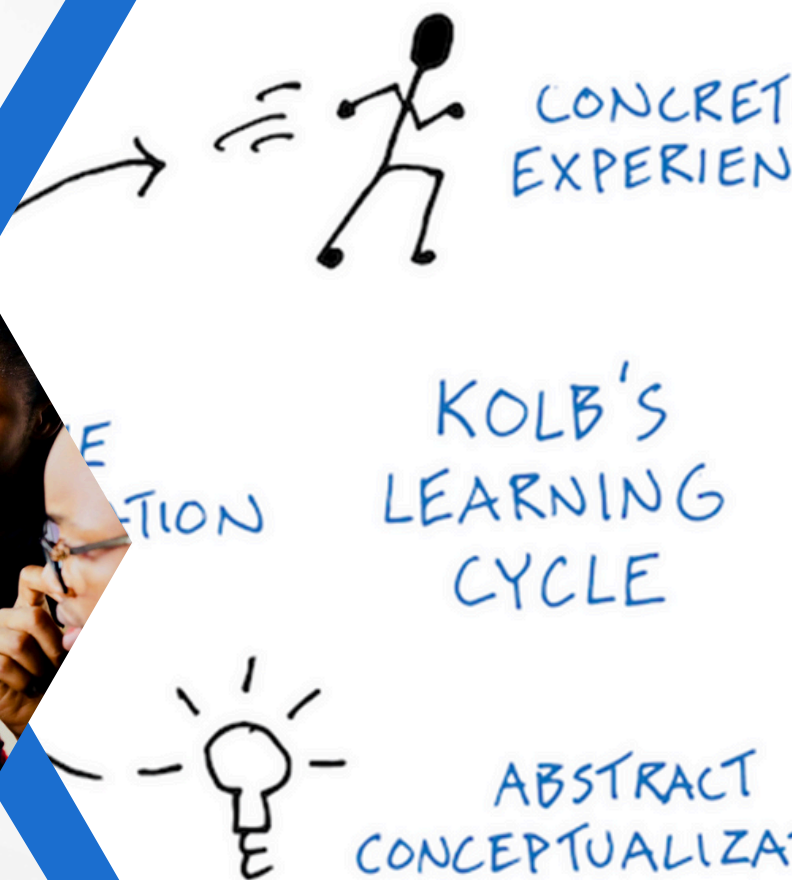
1. **Experience** — Let them try it.
2. **Reflect** — Ask what worked or didn't.
3. **Conceptualize** — Connect it to a bigger idea.
4. **Experiment** — Apply it again in a new way.

Real-World Example:

Don't just tell someone how to lead a meeting. Let them run a 3-minute mock one. Then guide a focused debrief.



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3 PERSONALITY TYPES THAT HIJACK YOUR SESSION



The Know-It-All

"You clearly have experience here. Can you summarize the key takeaway in 30 seconds?"



The Whisperer

"Sounds like there are thoughts in the back—let's bring them up front."



The Silent Type

"Let's partner up for this one. Everyone shares one thought."

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3 KINDS OF QUESTIONS THAT UNLOCK THE ROOM



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Direct

"Alex, what's your take on that?"

Tip:

Avoid closed yes/no questions unless you're confirming understanding.



Overhead

"What do you all think this means for your team?"



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Open

"What are some ways you've handled this before?"



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FLIPCHART OR POWERPOINT?

Answer: Both. When used right.

Flipchart:

- Builds energy.
- Records live discussion.
- Feels participatory.

PowerPoint:

- Frames your message.
- Keeps flow organized.
- Great for visuals, minimal text.

Rule of thumb:

- One idea per slide. No novels.

QUICK CHECKLIST FOR PREPPING A SESSION THAT LANDS

- Clear objective.
- Icebreaker aligned with purpose.
- Room roles + expectations posted.
- One+ interactive method(s).
- Materials ready (printed backup optional).
- Plan for evaluation/feedback.

Bonus:

Schedule in a stretch break or energizer. Don't skip it.



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PENNY'S PERSONAL INVITE

YOU NOW HAVE A FEW HACKS.

WANT THE FULL PLAYBOOK?

Join me for the full Facilitation Methods 101 Workshop:

- Learn my full framework for high-impact sessions.
- Master room dynamics and feedback.
- Plan workshops that deliver results.

 For team leads, trainers, speakers, HR, coaches.

 Book a discovery call now: [HERE](https://pennynilsen.com/contact/) pennynilsen.com/contact/

If you're serious about better communication, this is your next step.

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