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FACILITATING COMMUNICATION

- Make sure everyone participates in the project
- Valorize and place importance on the right of everyone to speak
- Be conscious and value everyone's strengths
- Make sure to take everybody's opinions into account
- Make sure there's a good team spirit and atmosphere during discussions
- Make sure everyone talks to each other respectfully
- Let go of everyone's weaknesses and be conscious of your own
- Pick your battles. It's not useful nor necessary to argue about meaningless subjects or topics that don't relate to the project. It's better to end the debate quickly and calmly instead of letting it escalate.
- Identify a person who will play the role of representing individuals with special needs and always keep track of them to make sure everyone is included in the project.

Sources:

Voir fiche Animer une table ronde – Sources



2

FACILITATING COMMUNICATION

Examples of roles played by this person:

- Making sure individuals with special needs understand, translating or paraphrasing for them if necessary
- Taking the time to explain the details of the project and/or the discussions to them if necessary
- Making sure the team members are including the individuals with special needs in the project's whole process
- If the person representing individuals with special needs can no longer assume responsibility, transition to a new person

Conflict management

- Evaluate the conflict by keeping the inclusion values in mind:

Respect of everyone's differences

Peer support

Everyone's sense of belonging to the same community

Tolerance

Open-mindedness

Honesty

Active participation...

- Find a third party who's not affected by the conflict to help resolve the conflict, if necessary.

- Resolve the conflict privately and in a calm and respectful manner to avoid making the situation worse.

Sources:

Voir fiche Animer une table ronde – Sources



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FACILITATING COMMUNICATION

Information sharing: Share all the information and various documents that constitute the framework of your project with those involved or interested. Information and document sharing encourage people's involvement and allows everyone to have access to the information, instead of favouring a small number of members. Many free platforms exist; it all depends on your needs.

This method allows you to:

- Keep people informed
- Inform as many people as possible
- Share documents with all participants

What you can do:

- Use social media (Facebook group, open or closed), use a platform to transfer documents (ex: Google Drive, One Drive, Dropbox, MEGA, WeTransfer, etc.).
- Create a website (Wix, Wordpress, GoDaddy, etc.)
- Create posters, brochures, videos or other communication tools (Inkscape, dafont.com, pixabay.com, iMovie, etc.)
- Communicate through different local media (radio stations, journals, television, etc.)
- Inform contributors and organizations in your communities
- Talk about it: word of mouth is usually more effective than we believe

Sources:

Voir fiche Animer une table ronde – Sources