

BUILD UP A SET OF ICONS FOR GRAPHIC FACILITATION

Graphic facilitation is the art of creating a visual map of a discussion, learning process, reflection or feedback process in real time, as it happens. All trainers and facilitators do this to a limited extent – graphic facilitation takes the process a step further.

In today's tip we look at collecting the icons for this fascinating skill, and mastering the art of using them.



Getting started

- Collect a set of simple icons that you feel comfortable drawing, and that are relevant to the topics to be recorded. Go to Google **Images for graphic facilitation** and you will have enough ideas for a lifetime! Paula Hansen (see picture above) is a graphic genius and she has plenty of simple ideas and tips on her website as well. www.chart-magic.com/services.html
- Save the icons electronically, scaling them to the size you find easiest to work with. Your electronic stash is your archives and reference source.
- Buy a small alphabetised notebook and paste or draw the icons you like into it under relevant categories. Some of the categories I use are:
 - Arrows
 - Ideas
 - People
 - Problems
 - Solution
 - Speaking
 - Thinking

Tuck the notebook into your facilitation kit for a quick reference while you are facilitating.

- When you have a spare moment, or when you hit that awful stage in the afternoon when your eyes droop, practise sketching the icons on scraps of paper until your hand has learnt its shape.
- Introduce the icons into your training, doodling or meeting facilitation until the images flow as naturally out of your hand as the words would. Plan one new small application of the icons in your flipcharting or whiteboard work for each session you run, and you will soon find your expertise growing.

Karen Gray

karen.gray@gray-matters.com

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