

## Standards in Practice - Participant Roles

### *Facilitator*

Your job as facilitator is to make sure your group follows the protocol as written. You may need to refocus your group if conversations stray from the protocol's prescribed discussion. You may also need to monitor the discussion times to be sure every member of your group has a chance to participate.

Consult the "Process Support" column on the protocol for facilitation suggestions.

### *Recorder*

Your job as recorder is to make sure your group's ideas are recorded for the group.

Consult the "Process Support" column on the protocol for the items that need to be recorded.

### *Timekeeper*

Your job as timekeeper is to make sure your group stays within the prescribed time limits for each step on the protocol as written. You may need to remind your facilitator of time restrictions.

Consult the "Time" column on the protocol for the time allocation for each section of the protocol.