



promoting the power
of facilitation worldwide

The International
Association of
Facilitators

IAF Methods Library

How to add a method to the IAF Library

Adding a Method to the IAF Library



Go to IAF Library and click on “+Add new resource”

SessionLab Help

All methods My favorites **IAF Library** Methods I created



International Association of Facilitators
Methods Library
www.iaf-world.org



PLANNING



SOLVING PROBLEMS



MANAGING DIFFICULTIES



WARM-UPS



MAKING DECISIONS



GENERATING IDEAS



UNDERSTANDING ISSUES

Search for facilitation exercises, methods, etc.

FILTER

568 methods

+ Add new resource

MOST POPULAR | RECENTLY UPDATED

The paper clip method
#sharing #idea generation #creativity #warm up



Stand up if
#ice breaker #sharing #opening #energiser #online #warm up



Quotes
#warm up #ice breaker #energiser



Creating a Method in the IAF Library



Enter name

by Ulla Wyckoff Tomlinson. New method, press create to save changes.



Create personal

Create in IAF Library

Add tag

Any Any

Enter description

Goal

Add goals

Attachments

You will be able to upload attachments once after you create the method.

Materials

- Add materials (markers, post-its, etc.)

Instructions

Add instructions

Background

Add background info (e.g. method origin, history of development, etc.)

This window will appear on your screen.

1. Enter the title of the method, in your language in the field “Enter name”
2. The authors user name will appear at the top and remain visible in the search result cards in addition to the iaf global logo. Your personal user name could be removed if you wish.
3. Tick “Create in IAF Library”

Selecting categories and adding #tags

 Enter name
 by Ulla Wyckoff Tomlinson for IAF Library. Last edit was 16 minutes ago

Decision making

making decisions

storymaking

Create new tag: **making**

Goal

Add goals

Attachments

Materials

- Add materials (markers, post-its, etc.)

Instructions

Add instructions

Background

Add background info (e.g. method origin, history of development, etc.)

Comments (0) ★★★★★ Be the first to rate! 

IAF Library Categories are:

1. **Planning**
2. **Solving Problems**
3. **Managing Difficulties**
4. **Warmups**
5. **Making Decisions**
6. **Generating Ideas**
7. **Understanding Issues**
8. **Online**

♥

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DRAFT

[Submit for approval](#)

[+ Use Method](#)

The window will change, and the editing options on the right will appear on the screen.

Adding tags:

1. Tags are search criteria. See the list of main category #tags to the left. You can add more than one #tag, i.e. ‘warmups, energiser’
2. Do not type the # sign, this will be added automatically.
3. **Use as little tags as possible**, but those that are helping to find a method for a purpose.
4. **Avoid broad categories** such as “communication” or “collaboration”, these apply to almost all methods and don’t help in narrowing search results.
5. While typing, existing tags will show up in a drop down menu, select an existing tag where possible, only add a new one if appropriate for the process/method:
 - i. Select at least one tag which identifies an IAF main method category, i.e. “Warmup”.
 - ii. A method can fit into more than one category, i.e. “solving problems’ and ‘understanding issues’ .
 - iii. Add tag “Online” if this method is suitable to be used in online facilitation.
 - iv. Select or add other tags as appropriate.

Editing a method - Filters, Description, Goal, Attachments, Materials



 **Enter name**
by Ulla Wyckoff Tomlinson for IAF Library. Last edit was 1 minute ago

Add tag

⌚ Any 👤 Any ○○○

Enter description

Goal
Add goals

Attachments

   

Materials **Enter material/tools for either or both “in person” or Online” facilitation**

- Add materials (markers, post-its, etc.)

Instructions
Add instructions

Background
Add background info (e.g. method origin, history of development, etc.)

Comments (0) ★★★★★ Be the first to rate! 

Add a comment or review

Comment

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1. To edit the **search filters**, hover over the icons to edit time, number of participants and level of facilitation experience; no time or #participants will appear a ‘Any’
2. Enter a **short description** of what this method intends to do. This should be short and precise. The first sentence is important. It will appear in the method card of search results and guide users in their research.
3. The **Goal** area should contain the objectives of this method and expected outcomes.
4. Upload **Attachments**, these can be templates, graphics, a clipart – one attachment can be made a cover picture. To do so hover over the attachment and click “make cover picture”
5. **Materials/tools** that are suggested for either or both
 - “In-person facilitation”
 - “Online facilitation”

Editing the method – Instructions, Background, Comments



Enter name

by Ulla Wyckoff Tomlinson for IAF Library. Last edit was 1 minute ago

Add tag

Any Any

Enter description

Goal

Add goals

Attachments



Materials

- Add materials (markers, post-its, etc.)



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+ Use Method



Instructions should include the full process description of a method in three sections:

- ***Before:*** Preparation and consideration before the event
- ***During:*** A full description of the process steps; add tips for online application here
- ***After:*** expected outcomes and follow up steps

Background: The origin or source of the method e.g. a school of thought, organisation, institute, facilitator, author of a book, a book's title, a link to a website or an application.

Comments:

Add any user comments on experiences with the method, tips for application, tips for online facilitation, possible pitfalls to look out for

Instructions

Add instructions

Background

Add background info (e.g. method origin, history of development, etc.)

Comments (0) ★★★★★ Be the first to rate!

Add a comment or review

Comment

Editing the method – Approval process



 **Enter name**
by Ulla Wyckoff Tomlinson for IAF Library. Last edit was 1 minute ago

Add tag

Any  Any 

Enter description

Goal
Add goals

Attachments

   

Materials

- Add materials (markers, post-its, etc.)

Instructions
Add instructions

Background
Add background info (e.g. method origin, history of development, etc.)

Comments (0) ★★★★★ Be the first to rate! 

Add a comment or review

[Comment](#)

 

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As long as you are still editing a method it will be kept in **DRAFT mode** and will be visible only to you. on the search results screen as a method card.

You can access the method and continue editing it until you hit “Submit for Approval”.

Once your method is complete hit **“Submit for Approval”**.

After submitting the method, it will show in status **“Pending”** when clicking on Filters on the main IAF Library page.

A member of the IAF Methods Library Team will review the method to ensure it has completed goal and process descriptions, filters and #tags. Someone from the ML team will contact you in case we seek clarification on missing information.