

10 powerful facilitation clauses for challenging meetings

Catchy Headline



Power Phrase



What it does

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| 1 | Back to business | <i>„Let's briefly return to the main point.“</i> | Brings focus back without blaming anyone |
| 2 | Structure first | <i>„I suggest we first clarify the problem and then discuss possible solutions.“</i> | Creates a clear discussion flow |
| 3 | Make sense of it | <i>„I'm hearing three different perspectives here. Let me briefly summarize them.“</i> | Bundles inputs and provides orientation |
| 4 | Park it professionally | <i>„That's an important point, but it belongs in a separate discussion. Let's park it for now.“</i> | Stops digressions while valuing input |
| 5 | Open the floor | <i>„We've heard several voices now. Are there any other perspectives in the room?“</i> | Activates quieter participants |
| 6 | Cool down, step back | <i>„I can see this topic is important. Let's take a step back and look at the facts.“</i> | Deescalates emotional situations |
| 7 | Decision mode on | <i>„What exactly do we need to be able to make a decision at this point?“</i> | Drives toward outcomes and clarity |
| 8 | Time check | <i>„We have five minutes left for this topic. What is the key result we want to achieve?“</i> | Keeps time and outcome in focus |
| 9 | Crystal clear | <i>„If I understood correctly, we are dealing with two key questions here.“</i> | Sharpens understanding |
| 10 | Lock it in | <i>„Let's briefly capture what we have just agreed on.“</i> | Secures results and commitment |



- Use these phrases as a moderation toolkit.
- Don't use them all at once; use them as the situation calls for.

