

# Summarizing

## Key elements:

- ❖ Highlight key concepts or ideas discussed by the group
- ❖ Ensures accurate information is heard by the group
- ❖ Use to keep the discussion on track
- ❖ Select which concepts are included in the summary
- ❖ Provide transition from one topic to the next

Facilitation Skills



# Summarizing

Your thoughts on summarizing:

