

01

**LESS TIME THAN
EXPECTED**

Your session has just been shortened
by 15 minutes.
Adapt your lesson while keeping the
same learning objective.
What can you shorten or transform?



02

**NOBODY WANTS
TO SPEAK**

You ask your opening question.
Silence.
Find another way to involve the
group without repeating the
question or answering it yourself.



03

NO MATERIALS

You arrive and discover that none
of the materials you planned to
use are available.
Redesign one activity using only
the room, the participants and
everyday objects.



04

**TOO MUCH
ENERGY**

The group is loud, excited and
constantly moving.
Instead of stopping the movement,
redesign your activity so that
movement becomes part of the
learning experience.





05

ONE VOICE DOMINATES

One participant answers every question while everyone else becomes an observer.
Adapt your facilitation so that every participant has the opportunity to contribute.



06

DIFFERENT LEVELS

Some participants already know a lot about the topic, while others are hearing about it for the first time.
How do you keep everyone engaged without boring one group or overwhelming the other?



07

INTERRUPTION

Your session is interrupted by something you did not plan for: a late arrival, a technical problem, noise, another group entering the room or any other distraction.

How do you keep the group engaged and continue without losing momentum?



08

NO RIGHT ANSWER

A participant asks a question that you cannot answer.
How do you turn uncertainty into a learning opportunity instead of pretending to know?





09

NOBODY MOVES

Your activity depends on movement, but the group stays seated and refuses to participate. Find another way to create physical engagement.



10

UNEXPECTED EXPERT

One participant knows a lot about the topic and keeps correcting you or adding long explanations.

Your task:
Turn their knowledge into a resource without letting them take over the workshop.



11

THE SCEPTIC

One participant repeatedly says:
"My actions won't change anything anyway."
How do you respond without lecturing or trying to convince them?



12

TOO ABSTRACT

Participants understand the facts but struggle to connect them to their own lives.
How do you make the topic personal and relevant?





13

TOO MANY IDEAS

The group generates dozens of creative ideas, but the discussion loses focus and no decisions are made.

How do you help the group move from brainstorming to action?



14

DIFFERENT ENERGY

Some participants are highly energetic while others are tired and passive. Adjust the activity so everyone can participate.



15

ALMOST NO TIME

You have only five minutes left, but the activity ends with more questions than answers.

How do you create a meaningful closing instead of rushing to the end?



16

THE QUIET EXPERT

One participant has great ideas but never speaks unless invited.

How do you create a space where quieter voices feel comfortable contributing?





17

REDIRECTING ATTENTION

One participant keeps distracting the others and draws attention away from the activity.
How do you bring them back into the process without losing touch with the rest of the group?



18

THE GROUP IS SHY

Participants are hesitant to speak, move or share their ideas.
Adapt the activity you are about to facilitate by including one or more ice-breakers that help everyone feel comfortable participating.



19

PLAN B

Halfway through your session, you realize that the activity simply isn't working.
What do you keep, what do you change and what do you let go?



20

MAKE IT THEIR OWN

Participants complete the activity correctly, but it feels like they are simply following instructions.
How do you transform the next step so that they make their own choices, ideas or discoveries?



