

Meeting Facilitation Design Worksheet

What is the purpose of the meeting? (*i.e. board retreat, grantee convening, staff meeting...*)

Date and time:

Participants/Stakeholders:

Decision-making model:

The details:

Desired Outcomes (*what do you hope to have accomplished by the end of the meeting? A plan for.... A decision about....An understanding of...*)

- a. _____

- b. _____

- c. _____

Revisit participants: *given what you hope to accomplish, are the right people in the room? Do you need to invite anyone else?*

Create your basic agenda -

- d. What topics will you cover?
- e. How will you address this topic?
- f. How much time does each need?
- g. Who will facilitate each piece?

What	How	Time	Who

Who will play what roles in this meeting?

Who should you discuss the agenda - and roles - with ahead of time?

What are your sticking points - what concerns you about leading or planning this meeting?