

Facilitator 101 Checklist

Fundamentals:

- A) What is a Facilitator?
- B) 3-Types of Meetings
- C) A Great Work Meeting...

Checklist:

1. Define Outcome with Sponsor
2. Pre-Agenda & Distribute
3. Prep Meeting Location and Attendees
4. Power Sheets
 - a. Ground Rules (don't forget Rule #6)
 - b. Define Consensus (I can live with it and support it)
 - c. Great Meeting Looks Like This:
 - d. WIIFM
 - e. Parking Lot
 - f. Personal Outcomes
 - g. Action Plan
 - h. Communication Plan
 - i. Plus (+) or Minus (-) of the Meeting
5. Start Meeting with #4, 2, and 1
6. Gather Information (avoid democracy but consensus)
7. Fill the Power Sheets
8. Wrap up with Power Sheets
9. Document meeting and share with team