MEETING METHOD CARD

Facilitation notes/ Process design

DESCRIPTION

Facilitation notes are the participant centred, meeting process designed to achieve the stated objectives. They are the facilitators guide to the meeting.

Particularly important for longer, well attended meetings, they are the place to organise your preparation ahead of the meeting, and allocate time to ensure each objective will be met.

A good process design uses the principles of meeting excellence to get: participation right from the outset, high participant energy by changing the rhythm of the meeting, diversity of opinion, more work done by focusing on what really matters and achieves the stated objectives.

HOW?

1. Having already invested time ahead of the meeting in getting really clear on the meeting objectives, you are now ready to design the process.

2. Use the facilitation note template (word document) to break each part of the meeting process down into its different sessions.

3. Begin by stating the meeting objective in the (red) header box, and ensure all parts of the meeting are there to serve this objective.

4. Pay particular attention to the facilitation objectives section. Use this as the section to be clear what you ant the participants to experience, think and do.

5. Use the notes section to help you remember specific data, or guidance notes to help you run the process with ease.

6. You can use the facilitation notes ahead of important meetings to ensure key people are in accord with the objectives and process.

Finally, remember that when in the meeting, be prepared to abandon the process, in an instant, with no attachment, if the process that emerges is not what you had planned.