

# Facilitating a Meeting Tip Card Sheet

## FACILITATING A MEETING



*Use these six concepts to facilitate and lead more productive meetings*

### # 1 – PLAN FOR YOUR MEETING

List out these items to help you plan your meeting

- Meeting Title
- Meeting Location
- Date
- Start Time/End Time
- Meeting Purpose:
  - To Generate Ideas on...
  - Share Information about...
  - Make a Decision on...
- Your Meeting Objective
- Participants and Their Role
- Preparation Required in Advance
- What Participants Should Bring
- A/V needed
- Topics to be Covered

### # 2 – OPEN YOUR MEETING

Here are the items that a good opener will include:

- Explain Purpose
- Explain Process
- Give Outcome Desired
- Get Agreement/Feedback on First Three Items
- Discuss Ground Rules
- Introduce Parking Lot
- Introduce Meeting Agenda

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### # 3 – FACILITATOR'S TOOLS

#### Setting Ground Rules

Ground rules help keep the meeting productive. Come up with your rules ahead of time or with the group. Here are some examples:

- Behavioral (*We will respect all opinions*)
- Procedural (*Turn electronic devices off*)
- Substantive (*Only discuss ideas for topic*)

#### Parking Lot

Topics that are best addressed at another time are put on a flip chart and reviewed at the end of the meeting for further action.

### # 4 – FACILITATOR'S SKILLS

A good facilitator will encourage discussion, participation and help the group stay on track. Four useful skills to apply are:

- a) Clarifying – “Can you restate that?”
- b) Paraphrasing – “I think what you said was...”
- c) Linking – “How is that related to...”
- d) Balancing – “How else might we look at this?”

### # 5 – MAKING DECISIONS

Often decisions don't get made because the group has not agreed ahead of time how a decision will be made. Consider these options:

- Unanimous Agreement
- Vote (51%, 66% or 75% majority)
- Person in Charge Decides
- Subcommittee Decides
- Flip a Coin

### # 6 – CLOSE YOUR MEETING

- Signal that meeting is coming to an end
- Summarize decisions made
- Summarize action items to be handled
- Reference the parking lot
- Get feedback
- Wrap up and next steps

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