
Structure

1. Welcome/ Intro (SET UP)

- a. Leader welcomes
 - i. Set context
 - ii. Why they are here
 - iii. Why the attendees are there
 - iv. Hopes for the day
 - v. What will happen after this meeting

Leader/Facilitator

2. Introduction of facilitator and day

- a. Goals/Overall Purpose of the meeting
- b. Roles
- c. Agenda
- d. Ground rules
- e. Parking Lot
- f. Next steps Chart

Leader/Facilitator

3. Check in: An activity to get people in the room

4. Series of individual conversations

Conversation/Issue #1 _____

Conversation manager _____

Purpose/Outcome (report, decision, discussion for input) _____

Visual needed _____

Decision, who makes the decision and how _____

Time allotted _____

Conversation/Issue #2 _____

Conversation manager _____



Agenda Builder

Purpose/Outcome (report, decision, discussion for input) _____

Visual needed _____

Decision, who makes the decision and how _____

Time allotted _____

Conversation/Issue #3 _____

Conversation manager _____

Purpose/Outcome (report, decision, discussion for input) _____

Visual needed _____

Decision, who makes the decision and how _____

Time allotted _____

*Repeat conversation design until
all conversations have been outlined.*

5. Meeting Wrap up

- a. Recap day/meeting
- b. Review decisions
- c. Develop next steps and accountabilities
- d. Evaluation
- e. Closing exercise

Meeting Tips

- Breaks every 2 hours, 10-15 min
- Long lunch
- Give conversations more time that you think at least double
- Build in reflection time for introverts
- Pay attention to physical layout
- Have a list of supplies and resources you need