

BASIC GUIDELINES FOR MEETING FACILITATION

Prepare in Advance

- Be clear on the purpose of the meeting
- Plan a tentative agenda
- Confirm date, time and who will participate
- Prepare the physical space

To Begin the Meeting

- State the purpose and agenda
- Ask for agenda input from others, assign time limits if necessary
- Ask someone to take notes and keep time
- Start discussion, invite others to speak

During the Meeting

- Keep the purpose in mind
- Stay focused on the agenda and schedule
- Listen carefully, draw others out, ask questions, clarify points
- Use a clear problem-solving process
- When addressing problems, deliberately seek examples of positive previous solutions
- For decisions, use consensus (agree to disagree) and clearly state any decisions made
- Don't dominate or withdraw

To Close the Meeting

- Clearly restate issues, conclusions, decisions and loose ends
- Ask for any further comments from others on these
- Clearly state next steps for implementation
- Schedule the next meeting