

Facilitation Ninja Planning Worksheet

Meeting Purpose:

The details:

Desired Outcomes (*what do you hope to have accomplished by the end of the meeting? A plan for.... A decision about....An understanding of...*)

- a. _____
- b. _____
- c. _____

Participants: *Given what you hope to accomplish, who needs to be in the room?*

The big hunks of your agenda –

Topic	How will you address?	Time Needed	Facilitator

Check your agenda... is it realistic?

Who should you discuss the agenda with?

What kind of communication do you need to have with meeting participants in advance?

- *Do you know everyone? If not, how can you get to know them?*
- *Is there information that can be shared in advance that will help the group move forward?*
- *Are there potential 'troublemakers' who require early outreach?*

What concerns you about leading or planning this meeting?

What are your strategies for preventing or intervening if challenges arise?