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 –

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<thead>
<tr>
<th>Topic</th>
<th>How will you address?</th>
<th>Time Needed</th>
<th>Facilitator</th>
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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?