

FACILITATION PLANNING

Facilitation name/title		
Date	Time	Total duration
Location		

STATEMENT OF PURPOSE

Goals for the facilitation	Goals for the organization	Goals for myself
What are the next steps after the facilitation?		

PARTICIPANTS/AUDIENCE

Who do I know is coming?	What is the dynamic of this group?
	Is there a leader? Who?
How do I want my audience to feel during this facilitation?	
What do I want them to do after this facilitation?	

MENTAL PREPARATION

What are my concerns, and what can I bring to overcome them?
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