



# Strengthening Your Facilitation Skills

## Make every meeting count!

### MEETING CHECKLIST

#### THE MEETING

- Is there a clear objective for the meeting?
- Has the date been selected by the attendees?
- Is an agenda set and is the space arranged?
- Are the guests available and scheduled?
- Is this meeting the most effective and efficient way to achieve the objective?

#### MEETING SPACE

- Is there adequate seating for everyone?
- Is the room well-lit and well-ventilated?
- Are the necessary supplies present (markers, flip-charts, AV equipment, etc.)?
- Are there arrangements for those participating via phone or web?

#### MEETING MANAGEMENT

- Who is facilitating?
- Who is recording the minutes?
- Who is the timekeeper?
- Are the ground rules in place?

#### AGENDA

- Does it include objectives and times?
- Is it action-oriented?
- Does it have breaks scheduled as necessary?
- Does it provide time for evaluation?
- Will there be a review of agreements or decisions made?
- Are the next steps identified?

#### POST MEETING

- How are the minutes distributed? When?
- Will there be follow-up? If so, who/when?
- How will future meeting dates be set?
- Will there be communication between meetings and what form will it take?

#### COMMON GROUND RULES

- Meetings start and end on time
- Everyone participates
- No judgments directed at individuals
- No interruptions
- No side conversations
- No electronic grazing
- Stay on task, on target, on objective
- Use appropriate technology

#### COMMON PROBLEMS

- No clear objective
- Uneven participation
- Poor facilitation
- Wandering around the topic
- Failure to engage the conflict
- Not having the 'right' people in the room
- Poor follow-through on assignments
- Meeting too frequently or for too long

#### MEETING SCHEDULING SITES

- [www.doodle.com](http://www.doodle.com)
- [www.meetingwizard.com](http://www.meetingwizard.com)
- [www.setameeting.com](http://www.setameeting.com)

#### WISH YOU HAD MORE SKILL IN GROUP FACILITATION?

***Strengthening Your Facilitation Skills*** training is offered regularly through UVM Extension. For more information call 802-773-3349 or 1-800-281-6977 (toll-free in VT)