Facilitation Prep Agenda

Companion to "Facilitation Prep Checklist"

15 MINUTES BEFORE EACH MEETING

HOW TO USE THIS SHEET

1. Write the outcome as a noun phrase: what you will have at the end, not what you will discuss. "Approval of the Q4 budget", not "to discuss Q3".
2. List the topics, each with a rough time.
3. If people must prepare, say exactly what, why it matters and how long it takes.
4. Pick two or three norms that fit this conversation, not a generic list.
5. Decide who takes notes, who keeps time, who handles the tech.

MEETING

DATE

01 Outcome

By the end we will have... (a noun phrase)

02 Topics, with time

What we will talk about and do, minutes for each.

03 Prework, and why

What to prepare, why it matters, how long it takes.

04 Norms

Two or three ground rules for this conversation.

05 Roles

Notes, time, tech. Co-facilitating: who does what.