



WELCOME TO

FACILITATING  
GREAT  
MEETINGS!



# Introduction/Overview



# Purpose

To equip you with the concepts and tools necessary to help the groups and teams you work with do their best possible work.



# ICE BREAKER

When you think about meetings in your facilities, what word comes to mind?



# Facilitating

Making it easier  
for people in groups  
to accomplish their  
task.



# Facilitation Involves

## *Guiding a group's process by...*

- Preparing for the meeting
- Encouraging healthy interaction
- Providing systematic process steps and techniques
- Ensuring effective decision-making
- Leading "process checks"
- Testing for agreement / ownership
- Reviewing group's action-planning

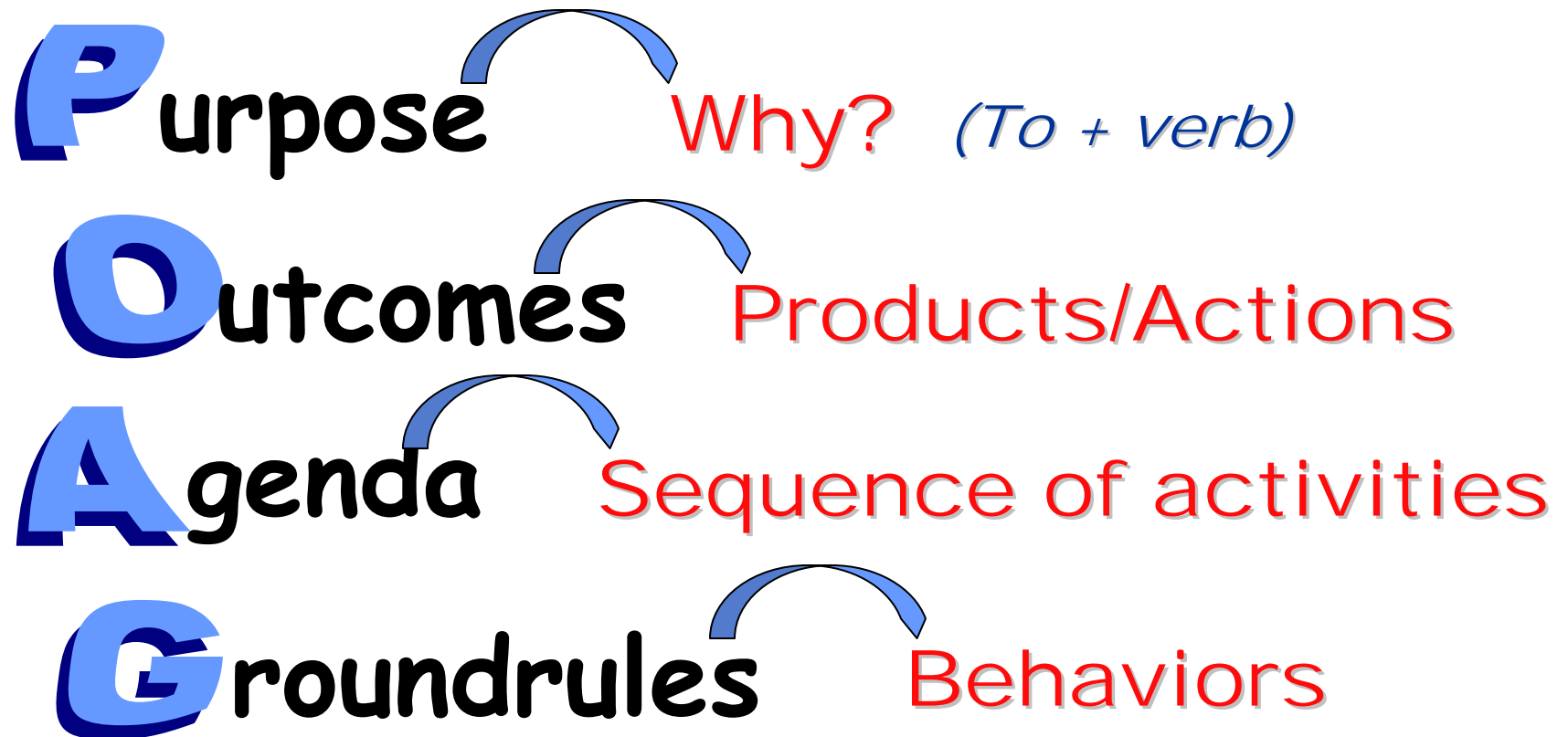


# Avoiding Problems

- “Planned meetings” vs. BOPSAT
- Prepare POAG
- Use POAG as anchor



# Designing Meetings







# Facilitating Successful Meetings

*Before*

- Prepare POAG and systematic process to review with Sponsor/Co-Lead
- Clarify the group's charter
- Settle group start-up issues
- Take care of logistics (room, materials, etc.)
- Get notice and agenda distributed in advance



# Facilitating Successful Meetings

*During*

- Review POAG at the beginning
- Assign roles (ex. Note-taker, time keeper...)
- Monitor the group's process agreements
- Manage the agenda
- Use tools from your kitbag
- Make sure follow-up responsibilities are clear



# Facilitating Successful Meetings

*After*

- Nudge the scribe/minutes-maker
- Keep contact with the Sponsor/Co-Lead
- Check with those responsible to ensure follow-up on commitments
- Facilitate communication links among members



Wait a Minute!  
What if I'm also the "Leader"?!

## Tricky challenge

1. Two hats
2. Balancing  
"leading" and  
"facilitating"



# Intervention

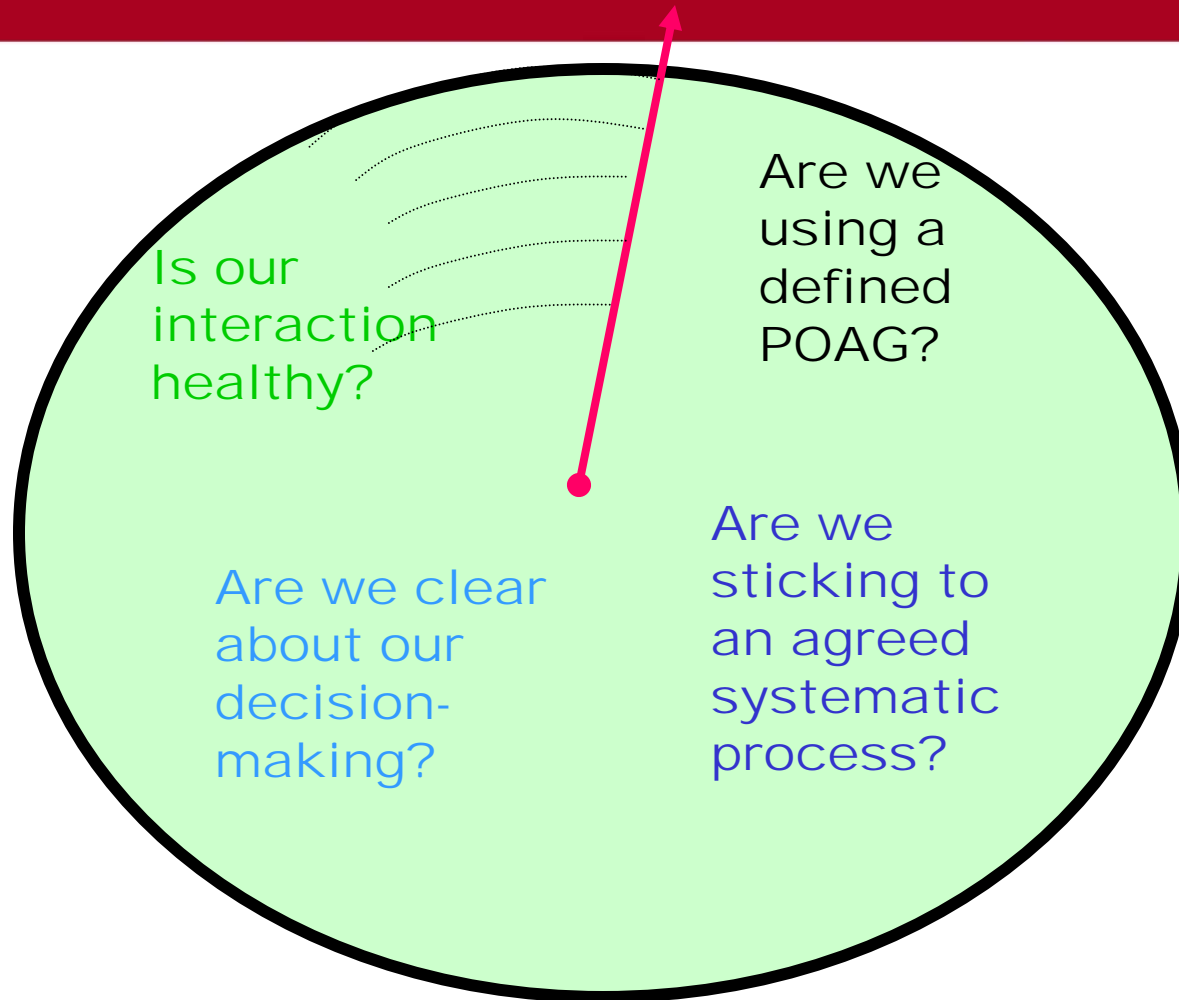
*What to do when it hits the fan*

## Basic Tools:

- Use POAG as your anchor to refocus—insist on it!
- Responsive listening and refocus
- Grab-nail-test and move forward



# Facilitator's Radar Screen





- If you would like more information, please go to our website:

**[www.labormanagementproject.org](http://www.labormanagementproject.org)**