

Facilitation Planning Template

Purpose (Why) Intent of session. Facilitation rangatiratanga	Process (How) Activities, approaches, methods and techniques.	<u>Before</u> Ie Inviting	<u>Beginning</u> Ie Opening, whanaungatanga, scene setting	<u>Middle</u> Ie Planned workshop process followed by dialogue.	<u>End</u> Ie bringing it together, conclusion	<u>After</u> Ie Following up with survey. Inviting review of draft participant report	Process Aims Quality, defensibility, risks to be managed
Focus (What) Negotiables, non-negotiables	Content (What) Agenda, programme.	Ie key messaging, pre-reading	Ie signage, collateral, parking lot, presentation	Ie materials for workshop and contribution from participants	Ie digital photographs of written and drawn contributions.	Ie draft participant report	Rational Aims Outputs, products
Participants (who) Expectations, needs, connections, relationships	Experience Pūmanawatanga, Kotahitanga, accessibility, diversity, equity, inclusion, belonging, influence, power, safety	Ie Feeling valued, well informed and prepared	Ie manaakitanga, feeling cared for, acknowledged, connected to purpose and people.	Ie feeling safe to contribute	Ie knowing that contribution has been seen and valued.	Ie knowing have had an opportunity to review and seeing their voice in the draft participant report	Experiential Aims Safety, connection, participation
Understanding Backstory, current context, risks	Setting Virtual and/or physical location(s). Rooms, structure, seating, visibility, acoustics, equipment (paper, marker pens, white-board, notes)	Timing Date, timings, duration, pace, sequencing, breaks.	Recording Note taking, minutes, audio, video, visual, graphics	Including All participants world views, capabilities, language, learning styles (visual, aural, reader / writer, kinaesthetic.	Vibing Energy, productivity, music, sounds, gratitude, celebration, pace/state changes.	Evaluating Process, content, experience.	Reporting Participants report (external) Client report (internal)