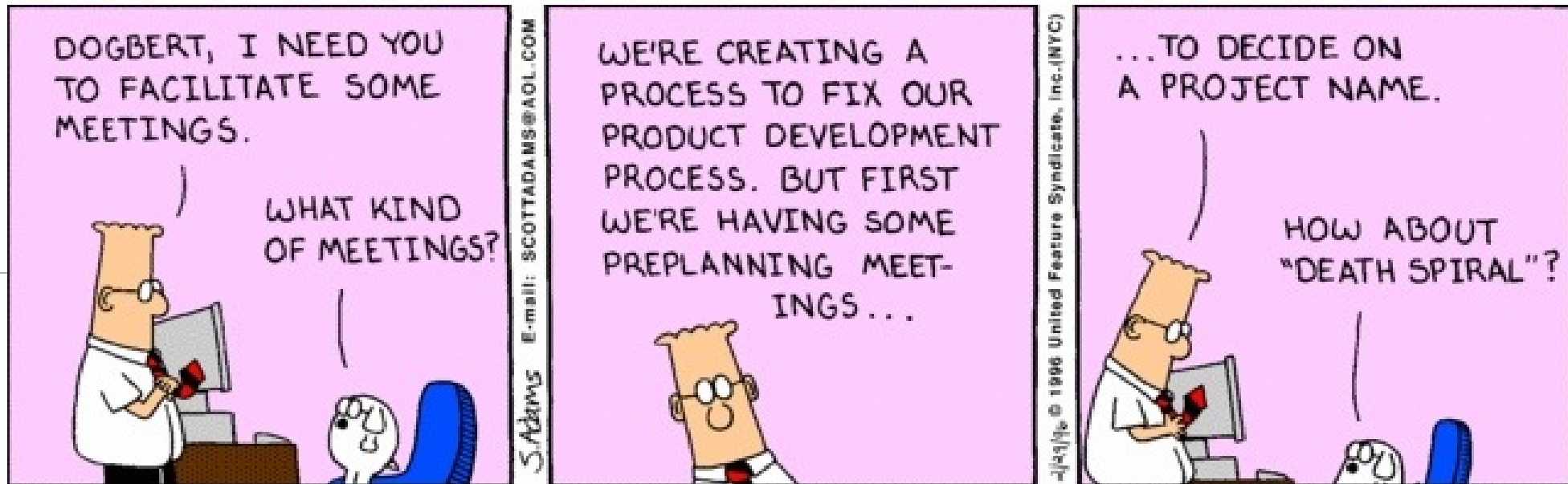


Guerilla Facilitation: Minding Your Facilitation P's



Right Meeting Management = Good Facilitation



Purpose

“The reason we are meeting today is because we need to meet.”

Are you lonely?

Tired of working on your own?
Do you hate making decisions?

HOLD A MEETING!

You can –

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



MEETINGS

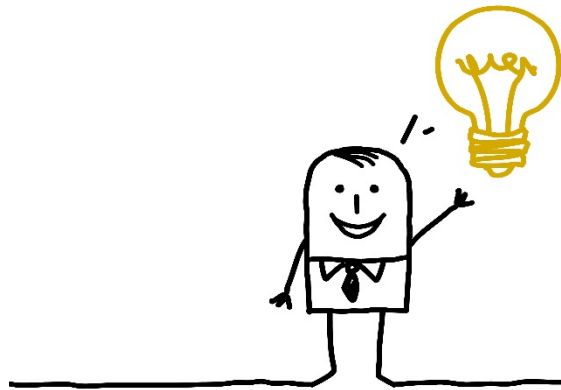
THE PRACTICAL ALTERNATIVE TO WORK

Right Purpose = Good Facilitation

Helps determine if you even need a meeting

Helps participants understand why they are there.

Helps facilitators re-direct when participants go astray.



Can you help me understand how
your concern relates to our purpose
today?



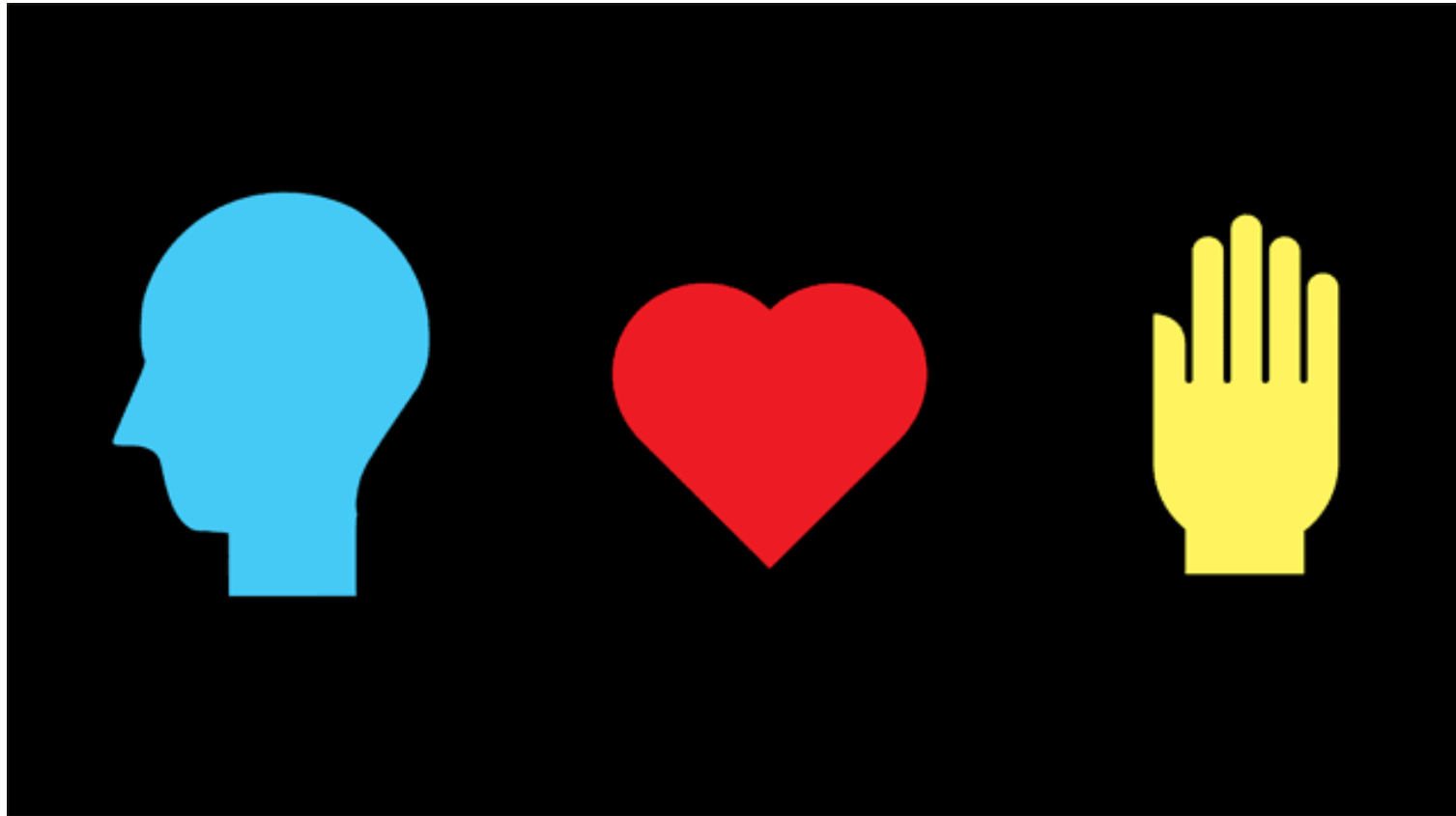
S. ADAMS E-MAIL: SCOTTADAMS@AOL.COM



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Products



Right Products=Good Facilitation



Meet with critical stakeholders **BEFORE** a meeting to agree upon products.

Process

Techniques

Timing

Agenda Format

Questions



Recording

Supplies

Right Process=Good Facilitation

Sample Ground Rule

Everyone Speaks

Sample Dialogue

It is important to hear your views and ideas. We don't want anyone saying after the meeting that it was a waste of time. We would rather hear that in the room if it is the case. If we are going too fast, missing a point or being too redundant, please help the group by raising your hand and contributing. I'll also do some group checks throughout the meeting.

Participants

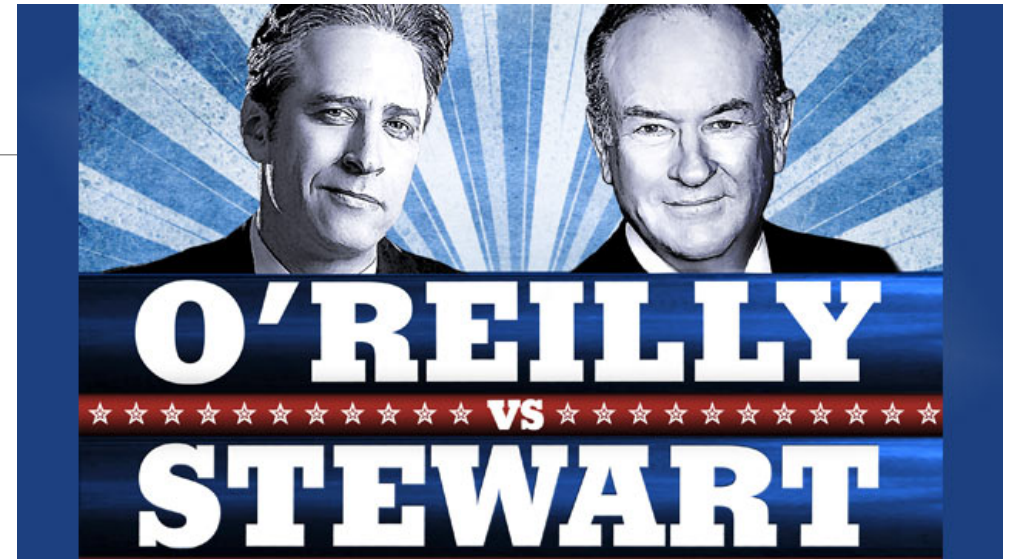


Right Participants=Good Facilitation

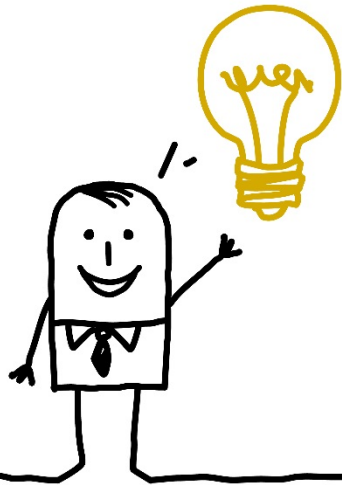


Clarify the 3 R's of participation:
Roles (Consultants, decision makers, etc.)
Rights
Responsibilities

Probable Issues



Right Issues=Good Facilitation



Take your demons to
lunch!

Use your Purpose Statement!

Find a bridge!

Final P?

Your Pledge:
Be prepared.
Guide.
Be curious.
Know thyself.



Thank You!
David Remson
Colorado Department of
Health Care, Policy & Financing