

Design Worksheet #4

Outline the Facilitation Methods



NATIONAL DROUGHT
MITIGATION CENTER
UNIVERSITY OF NEBRASKA

Use this worksheet to track and check off the tasks associated with your facilitation planning and methods for your event. A good facilitation plan is essential to completely engage your participants and ensure that their voices are heard throughout the event. When completing this worksheet, keep in mind that not all of the items on the list may apply to you, and that you may need to add some additional tasks to the list as well.

Exercise title		Date	
Projected number of attendees		Location	

Task/Materials	Person responsible	Notes	Completion date
Research and hire appropriate facilitators if necessary (or work with in-house facilitator)			
Invite facilitators to attend planning meetings			
Work with facilitators to incorporate engagement techniques within agenda			
Facilitators design engagement techniques and explain them to the planning team			
Purchase or borrow engagement activity items (sticky wall, easels, notebooks, props, etc.)			
Designate moderators/note takers for engagement activities			
Follow up with facilitator after workshop			

Use this part of the worksheet to outline the methods and strategies you will use for the specific facilitation sessions you will have throughout the event.

Time and name of session	Objectives/Content to discuss	Techniques and other activities to be used	Supplies needed	Time breakdown	Who's responsible