

TEMPLATE | MEETING DESIGN WORKSHEET



Note: This worksheet aims to guide facilitators or planners for their preparation for a meeting. You may not need to fill them all out, but the questions listed here are worth considering in planning a meeting.

The goal(s) of the meeting : _____

Number of participants : _____

1. Do participants need self-introduction? Yes/No
2. How can you warm the group up?
3. Does this meeting require special ground rules? If yes, then how can you lead people to lay down the rules by asking them questions?
4. How well do people acknowledge the meeting and the topics to be discussed? If not well, then how can this be improved by asking questions?
5. What background information do the participants need to know beforehand?
6. For the meeting to be successful, what are the key questions you need to ask the participants?
7. What kinds of activities or tools would you like to use in the meeting?
8. What issues may arise during the meeting? (For example: personal conflicts, participants attacking one another, lack of energy, too many action items, the meeting fails to reach an end, the participants lack basic meeting skills, etc.) For each possible problem, make a strategy to conquer it.

Possible Problems	Coping Strategy

9. How will you collect feedback on the meeting from everyone?

Reference: Bens, Ingrid. *Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers*. 2nd ed. Somerset: Wiley, 2011.