

MEETING SHEET FOR FACILITATORS

basic patterns

understand

1. report
clarifying questions
measure: all understand

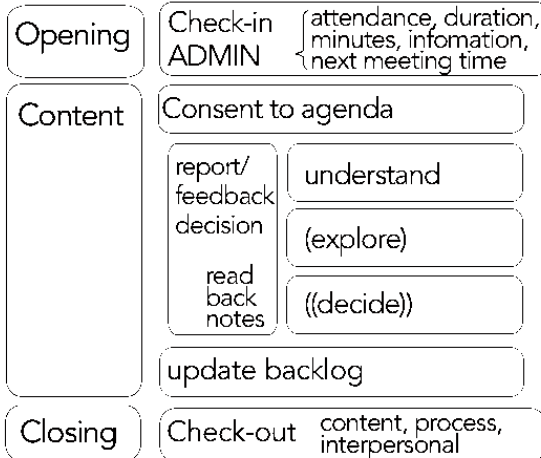
explore

2. prompt
reaction round
measure: all ideas gathered

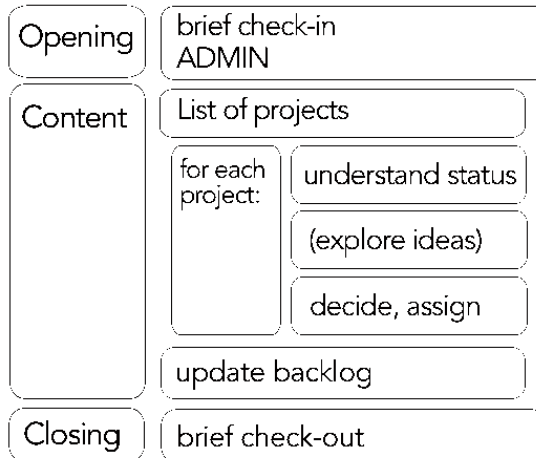
decide

3. proposal
consent round
measure: decision made

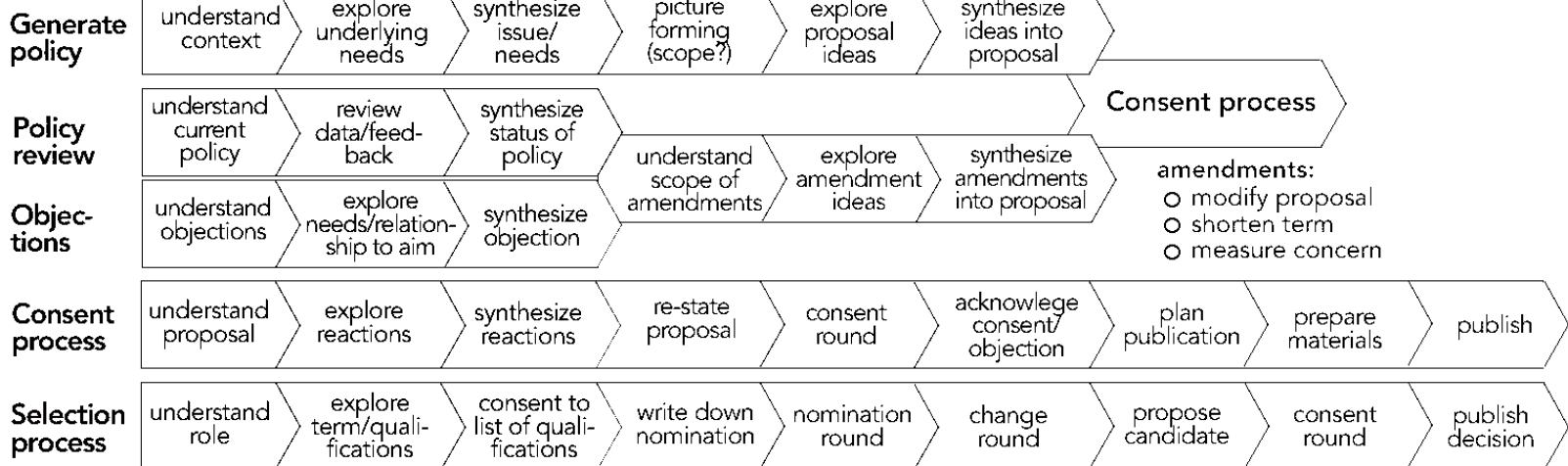
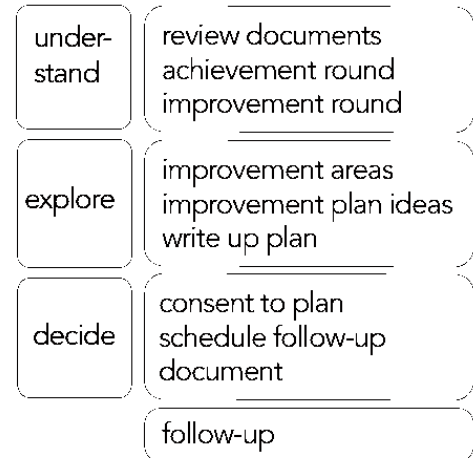
standard meeting format



operational meeting



performance review



Universal needs list (partial)

Connection

Acceptance
Affection
Clarity
Communication
Confirmation
Compassion
Intimacy
Understanding
Love

Autonomy

Choice Space
Spontaneity

Peace

Beauty
Ease
Harmony
Order
Wholeness

Interconnection

Belonging
Consideration
Community
Cooperation
Dignity
Mutuality
Support
Trust

Meaning

Contribution
Creativity
Hope
Inspiration
Purpose

Celebration

Joy
Mourning
Play

Competence

Effectiveness
Efficiency
Growth
Learning
Power

Honesty

Authenticity
Integrity

Basic Survival

Shelter
Food & Water
Rest
Safety
Security
Touch

First aid kit: options for facilitation

- adjust/postpone/modify agenda items
- round "what do we do now?"
- changing desired outcome for items
- time limit during rounds
- creating helping circle for lengthy topic
- take a break to address issue
- take a break away from the issue
- make a proposal (content/process)
- ...

creating a role

- ☐ tasks/aim
- ☐ authority/domain

proposals

- ☐ complete wording?
- ☐ term?
- ☐ dimensions covered?
- ☐ (measurement?)
- ☐ (feedback plan?)
- ☐ (needs statement?)

forming an agenda

- ☐ topics
- ☐ order/timing for each item
- ☐ desired outcomes for topic

creating a (sub/helping) circle

- ☐ aim
- ☐ domain
- ☐ leader
- ☐ (members)