

APPENDIX 1

Meeting Design and Facilitation Planning Template: A Starting Place

This model should help you think through key nuts and bolts of designing and running a great meeting. By all means, tweak it and make it your own! From the National Center for Family Philanthropy's [Meetings Matter](#) guide.

—JANICE SIMSOHN SHAW

BEGIN WITH A SIMPLE POP

Purpose

Outcomes

1.

2.

3.

Process (High Level)



Key Stakeholders (Who will be in attendance—or should be involved in some way)

What type of meeting is this? Learning, idea-generating, alignment-building, decision making?

In person or remote (and if remote, using what interface)? _____

How much time do you have allotted (overall)? _____

Create your agenda using the grid on the following page

What topics will you cover?

How will you address this topic?

How much time does each need?

Who will facilitate—and play supporting roles—for each piece?

AGENDA TEMPLATE

What/Topic	How*	Time	Who
Open strong!			
Allow time to wrap up thoughtfully			

*Be sure to mix up modalities—a healthy variety of presentation, full group conversation, individual reflection, and lots of paired and small group conversations adds up to a fruitful meeting. Get people moving physically whenever possible—even on a virtual meeting! Stand up, stretch, give a wave.

Logistics

- Pre-work

- Pre-work meeting materials needed

- One-on-one tech checks, if helpful, in advance of virtual meetings

- Room set if in-person

- Breaks

- Meal

- Etc.

Roles & Responsibilities: Who's doing what vis-a-vis planning and facilitating this meeting?

- Facilitating

- Note-taking

- Time-keeping

- Tech-master

- Etc.

Remember to plan for post-meeting follow up, from an informal sharing of notes or follow-up items to an evaluation for a retreat.



TIP: Pull all of this together into a facilitator's guide—your key logistics, timing, and talking points for the meeting. This can be simple or complex—but it's worth it!

Questions to consider as you plan

Goals

Are your outcomes clear and realistic? Have you oriented your process & meeting design around them?

Time

Do you have a realistic amount of time for what you hope to accomplish? Revisit POP and/or time allotted if they are misaligned. Flag points in the agenda you could expand or contract if timing doesn't go exactly as expected.

Meeting Flow

Think about order, flow, time of day, and energy levels (remember that the "after-lunch slump" is real!), healthy breaks, etc. Walk yourself through the agenda and imagine being a participant.

People

Are the most critical stakeholders involved in this meeting? Are there tricky dynamics likely to be at play? What is the overall quality of relationship and trust among participants? Given all of this, how will you engage the group in meaningful ways?

Intuition

What worries you in your gut, whether a challenging participant or interpersonal dynamic, a format that's challenging, or a massive amount to cover? Pay attention to your intuition—it is wise—and trouble shoot in advance to preempt trouble in the room.

If you find yourself stuck or stumped, don't go it alone. Reach out to a family member or a colleague to brainstorm or troubleshoot, or call NCFP or a professional facilitator.

NOTE: This planning template was designed by Janice Simsohn Shaw Consulting LLC for use by readers of this guide. Please credit Janice if you adapt this guide for your own use, and feel free to [contact her](#) with feedback and to let her know it is being used.