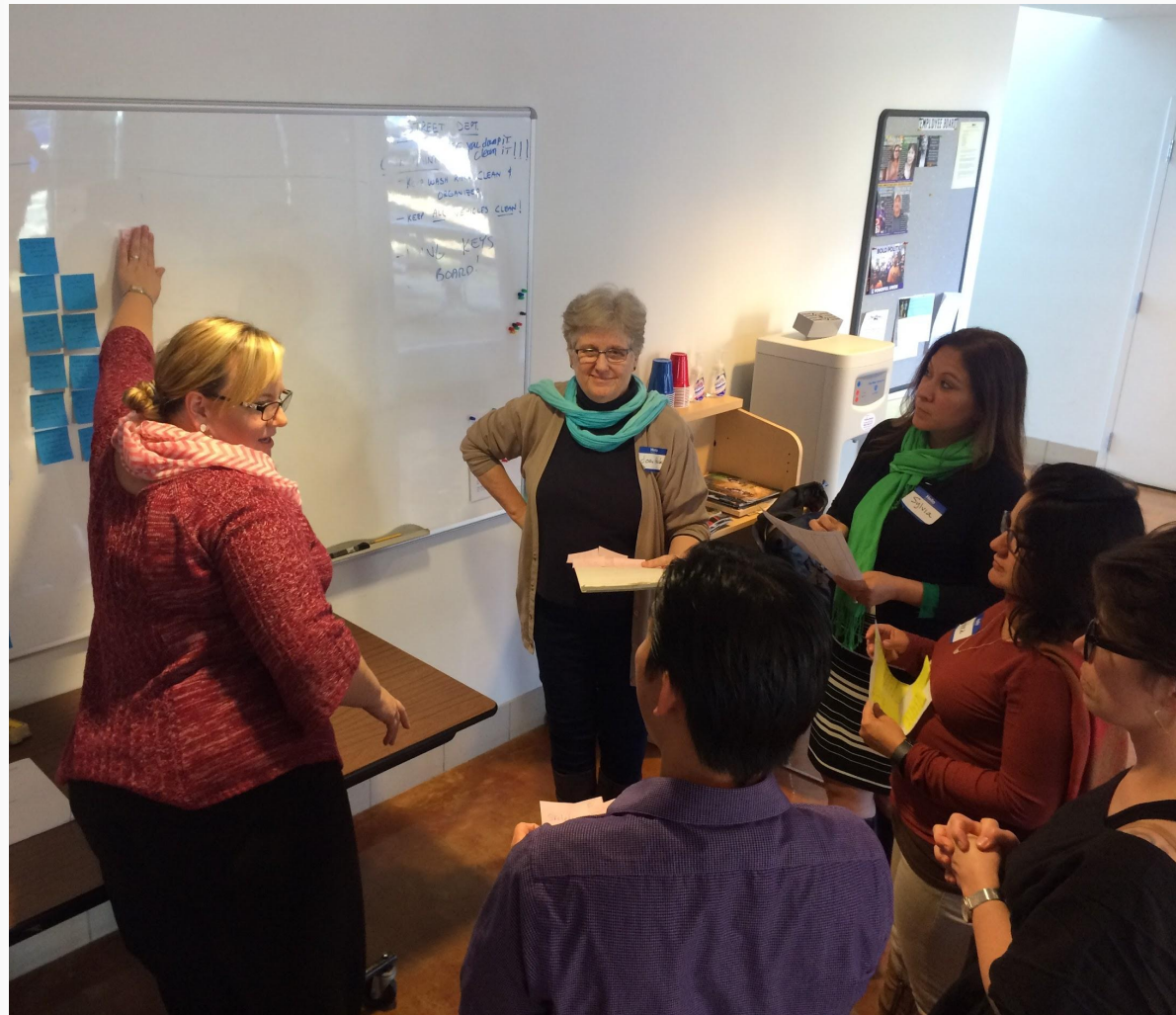


FACILITATING Collaborative Meetings

Facilitation is

- Structured group process
- Shared goal
- Equal participation
- Promotes ownership and shared understanding



A facilitator

- Is a neutral party
- Guides the conversation
- Ensures equal participation
- Takes notes (or asks someone to take notes)



Facilitation Techniques for

1. Generating Ideas
2. Evaluating Ideas
3. Making a Decision or Recommendation

Generate Ideas

- Post-It Brainstorm
- Idea Category Matrix



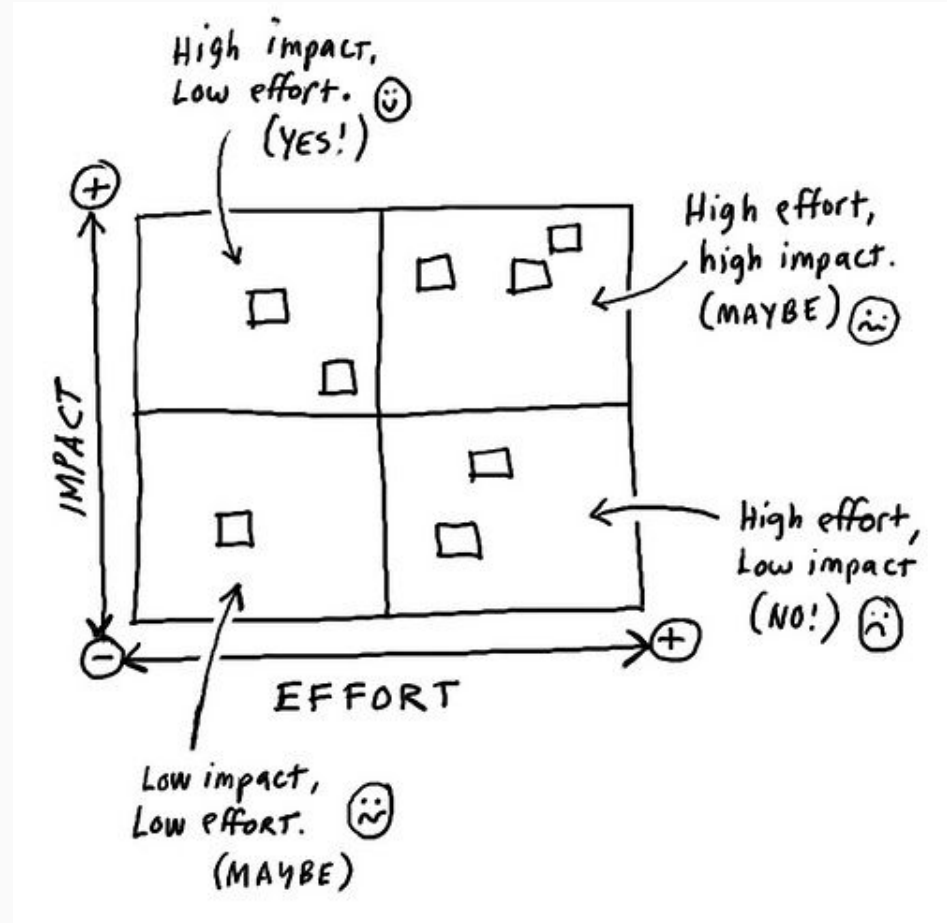
Generate Ideas

- Post-It Brainstorm
- Silent Brainstorm



Evaluate

- Impact & Effort Matrix
- Plus Delta



Evaluate

- Impact & Effort Matrix
- Plus/Delta




Decision Making

- Dot Voting
- Forced Ranking



Decision Making

- Dot Voting
- Forced Ranking

CRITERIA		Rank		
Most Impact				
	Idea	6	1	1 = 8
	Idea	4	2	3 = 9
	Idea	2	4	2 = 8
	Idea	1	3	6 = 10
	Idea	3	6	4 = 13
	Idea	5	5	5 = 15

individual ranks

Plus/Delta

- What went well today?
- What could we change?

