



Traits of a Good Facilitator

- ✓ An unbiased perspective
- ✓ Sensitivity to feelings of individuals and groups
- ✓ Ability to listen, understand, and clarify
- ✓ A good sense of timing
- ✓ Tact and diplomacy
- ✓ Commitment to collaboration
- ✓ Resourcefulness and creativity
- ✓ Ability to engage the group

Annual Facilitator Checklist

#	✓	Preparing For & Running Your Session
1		Set the Date(s)
2		Select the Facilitator
3		Choose a Meeting Coordinator
4		Determine the Location
5		Communicate Dates and Location to the Team
6		Determine Desired Outcomes
7		Confirm Discussion Topics
8		Create the Agenda
9		Send Pre-Work Assignments to the Team
10		Determine and Collect Data, Reports, Information Needed to Support Discussions
11		Prepare Slides, Handouts, and Other Meeting Material
12		Compile and Review Pre-work
13		Ensure the Room is Ready to Run (Flipchart, Markers, Post Its, Projector, Screen, etc.)
14		Plan Icebreakers and Team Activities
15		Conduct Your Planning Session
16		Test Your Plan: Financial Test, Focus Test, Energy Test, Accountability Test
17		Set Dates and Process for Cascade Planning
18		Execute Your Departmental Cascade Planning Sessions
19		Communicate the Plan to the Company
20		Begin Executing the Plan and Adjusting as Necessary

Need Help Facilitating Your Next Planning Session?
Call 704-209-7290 or email info@rhythmssystems.com