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| **Facilitation Context**  “Important contextual elements of this organisation and group include…” | **Purpose(s)**  “The purpose(s) of this meeting is to…” | **Facilitation Goal(s)**  “At the end of the meeting success would be…” | **Important considerations**  “For this facilitation we need to consider…” |
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| **Participants**   * Organisational Authority and Influence * Capabilities and Resources * Knowledge, insights, Information * Expertise (Specialist, Technical, Cultural)   Consider:   * Who these people are * How to prepare for them * How to help them participate | | **Power / Influence**   * Power dynamics (formal, social, financial, employment, religious) * Influence (informal, cultural, social, gender, age…) | **Process**   * Strong start - clear agenda with purpose, objectives and introductions * Ensure safe environment - Warm up, ground rules, quiet voices, personal safety * Variety (delivery, questioning, resources, methods, techniques, scale and record keeping) | **Place / Physical environment**   * Consider a neutral or off-site venue * Format of the room / spaces to enable process and manage power |
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