



Facilitation Kits:

Each *Meeting-in-a-Box* Kit comes with a meeting agenda and design that you can apply in different settings, for different purposes, group sizes, meeting length and participant composition. Follow these ready-made, easy-to-use meeting agendas, designs and templates to your next meeting success.

1. **Agenda:** A sample agenda, including the exercise purpose, task, suggested ground rules and group roles.
2. **Facilitator Guide:** The *Meeting-in-a-Box* facilitation guide includes a suggested Agenda Plan, as well as a Detailed Facilitator Process Design to help you plan for and facilitate the group exercise for focused and effective outcomes.
3. **Worksheet(s):** Clear supporting step-by-step participant worksheet(s) accompany the guide, to ensure a common focus, and broad engagement.
4. **Design Options:** Along with the guide, you receive design and agenda options to aid in your facilitation of the process for different size groups.
5. **Helpful Hints:** Includes suggestions on related facilitation processes to lead before and after.

Getting A Good Start

How you start any meeting sets the tone for participant interactions and sets you up for success. Professional facilitators attend to purpose, process and people as they get started.



Learn how to facilitate Great Meeting Openings

Closing A Meeting Well

The value of your meeting depends on whether the desired results are achieved. This means ensuring participants leave with clarity on agreements and commitment to follow-through.



Learn how to facilitate A Clear Meeting Close

Generating Creative Options

Need innovative solutions and fresh ideas? Help participants to engage in creative thinking, and to float wild ideas to earth - they that might just hold the germ of a powerful new approach.



Learn how to facilitate Creative Brainstorming

Improving Team Performance

Most teams can benefit from a constructive dialogue on how to enhance current performance.



Learn how to facilitate Team Dialogue

