

Sample Facilitation Meeting Agenda – Internal*

Remove the “Notes, Tools, Activities” Column for the Official Agenda

Time	Agenda Item	Notes, Tools, Activities
Insert Time	Welcome <ul style="list-style-type: none"> - Facilitator Introduction - Review Agenda/Goals - Thank them for attending - Review what data you will be collecting 	Add any notes, tools you need, or activities you plan to use for each agenda item.
Insert Time	Small Group Introductions <ul style="list-style-type: none"> - Allow participants a chance to get to know each other to build community - Depending on the size of the group, do one-on-one, small groups, or the entire group if it is small 	Activity
Insert Time	Ground Rules or Group Agreements Discussion	Use sample rules, and build/modify as the group agrees.
Insert Time	Topic/Question #1 <ul style="list-style-type: none"> - Repeat this for all remaining topics/questions to be addressed 	How will you accomplish this? Full group? Small groups?
Insert Time	Share Feedback on Topic/Question #1 <ul style="list-style-type: none"> - Repeat this for all remaining topics/questions to be addressed 	Opportunity to collect data & feedback. Who will capture this? Each group? A scribe? Facilitator?
Insert Time	Closing <ul style="list-style-type: none"> - Remind them of the reason for collecting this information. - Let them know if there are any next steps. Thank the participants again for their time	Consider if you want to provide a survey on the experience, follow-up later, or let them go knowing they had the opportunity to share throughout the process.

Considerations

Issue or Item	Consideration in the Agenda Design
Goal / Objective	Does your agenda or materials clearly share your goal or objective?
Breaks	Ensure you include breaks every 90 minutes at a minimum. Provide snacks/lunch/refreshments depending on the length of the agenda.
Parking Lot	To ensure you stay on track with your agenda, have a flip chart where people can “park” questions until they can be addressed, or you can follow-up after the process is completed.
Starting and Ending	Ensure you start and end on time to be respectful of the time the participants are providing to you.
Flexibility	If an issue arises that the meeting planners/drafters did not recognize as important to the conversation, but it continues to be brought up, ask the group for a consensus on whether to make time for that item. If knowing more about that topic will help the overall goal/objective, do not shy away from making a change if necessary.

