

## Meeting Facilitation

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| <b>1. Introductions and goals.</b>  | <b>10 min.</b> |
| <b>2. Why have meetings?</b>  | <b>10 min.</b> |
| <b>3. Overview of meetings – what works and what doesn't.</b>             | <b>15 min.</b> |
| <b>4. Group exercise – negotiation.</b>                                   | <b>5 min.</b>  |
| <b>5. Group exercise – creativity.</b>                                    | <b>5 min.</b>  |
| <b>6. Group function – breakdown causes.</b>                              | <b>25 min.</b> |
| <b>7. Group function – how to facilitate well and measuring outcomes.</b> | <b>45 min.</b> |
| <b>8. Wrap-up.</b>  | <b>5 min.</b>  |