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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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