

# Exploring Leadership

## TEAMWORK: FACILITATION

Having a skilled facilitator lead a meeting helps focus the energy of team members on the task at hand. Facilitation is a process that involves many skills to ensure events and meetings run smoothly, one of which is making an agenda.

### CONVERSATION STARTER:

Have you ever been to a meeting, class, or gathering where there appeared to be no point and no one in charge? What happened?

Facilitation literally means to *make it easy*. If you facilitate something (like a meeting), you make it easy for the other people involved. Meeting facilitation is a complex process with many steps, but the most basic one is to have a plan -- an agenda that tells the participants everything they need to know, so the meeting will run smoothly and efficiently and lead to excellent results. Since you are going to attend a lot of meetings in your schooling and career, it makes sense to know how to create and follow an agenda and learn about the process of facilitation.

### KEY OBJECTIVES:

- Identify the elements of facilitation.
- Create an agenda to facilitate a meeting

### WHAT YOU'LL NEED:

- Computer/Projector (or smartphone) to show [YouTube video](#).
- Copies of the Sample Agenda (Appendix)
- Paper & Pencils

### EXPLORATION ACTIVITY:

- Show this [YouTube video](#).
- Hand out and discuss the sample agenda
- A good agenda addresses all the questions participants would have: Who is the meeting for? What is it about? When and where will it take place? Why do we have to meet (Goal) and what has to be completed during the meeting (Objective)?
- Now you become the facilitator! Think of a meeting you might have to facilitate (maybe a 4-H activity) and, using the sample as a model, do a rough draft of an agenda that will make things easier and clearer for those in attendance. Make sure you address all the basic questions: Who, What, When, Where, Why, and What must be completed during the meeting?

### FACILITATION TIP:

- Have a few different types of sample agendas printed to show participants



## REFLECTION QUESTIONS:

- What was the most difficult part about creating an agenda?
- What common meeting problems will a good agenda solve?
- How long before the meeting do you think an agenda should be distributed? Why?

## APPLICATION DISCUSSION:

- What kinds of meetings are you involved in that would benefit from an agenda and/or a facilitator? Why?
- If you were facilitating a meeting in real life, what would you ask the boss or leader before you created the agenda?



## CONCLUSION:

At some point, you will likely be called upon to facilitate a meeting, teach a class, or otherwise address a gathering of people. It always pays to start with a plan and a goal in mind, and that is where an agenda comes in handy.

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## REFERENCES

- <https://www.healthiersf.org/excelafterschool/Resources/Technical-Assistance/guide/Meeting%20Facilitation%20Tips%20for%20Youth%20PDF.pdf>
- <https://www.beyondintractability.org/essay/facilitation>
- <https://voltagecontrol.com/blog/what-are-facilitation-skills-and-why-are-they-important/>
- <https://www.youtube.com/watch?v=UDLGjKBHSXg>
- <https://www.inc.com/john-boitnott/6-signs-your-meeting-is-out-of-control-and-what-to-do-about-it.html>



## APPENDIX: SAMPLE AGENDA

**What:** Party Planning Meeting

**When:** Tuesday, April 6 @ 1:00 P.M.

**Where:** Library Conference Room

**Who:** Senior Class Officers

**Goal:** To plan the end-of-year graduation party

**Objective:** By the end of the meeting, the group will have made a to-do list and decided who is going to be in charge of what.

1. Welcome everyone!

2. 1:00-1:10 - Check-in Question: How do you think your talents can best be put to use by this committee? (Led by Maria)

3. 1:10-1:25 - Brainstorm: What will the theme of the party be? (Led by Jordan)

4. 1:25-1:40 - Brainstorm: What needs to be done next? (Led by Kamille)

5. 1:40-1:55 - Who will be in charge of each activity? (Led by Jordan)

6. 1:55-2:00 - Prepare agenda for next meeting. (Led by Maria)

Notes: