

## Meeting Design Tools at a Glance

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Activity	Process Elements
Needs Assessment	Entrance Surveys Wandering Flipcharts Survey Feedback Posing key questions
Welcome and Overview	Welcome by leader Check in of participants Review of desired outcomes Sharing survey data Survey feedback Agenda overview
Warm-up Activities	Small group or partner discussions Personal introductions Structured group games
Overarching Tools	Brainstorming Multi-voting/Decision-Grids Voting Building Compromise Building Consensus
Learning Sessions	Briefings about change Briefings about new systems Training sessions
Information Sharing	Round Robin sharing of updates
Planning	Visioning/ goal setting Environmental Scans SWOT/SOAR Analysis Stakeholder Focus Groups Benchmarking Strategy Development Implementation Planning

(continues...)

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Activity	Process Elements
Problem Solving	Data collection and analysis Forcefield Analysis Root Cause Analysis Solution Generation Decision Grids/Multi-voting Action Planning
Relationship Building	Personal goal setting Sharing personal information Building a team profile Team goal setting Teamwork planning Needs and Offers Negotiation Peer Feedback Celebrating success
Evaluation	Comparing results to outcomes Verbal process checks Exit Surveys Post meeting evaluation form

Note: Tools that were not covered in this program can be found in *Facilitating with Ease!* (Wiley) or through online resource like [www.mindtools.com](http://www.mindtools.com).