Thinking of Engaging an External Online Facilitator?

As you consider engaging an external facilitator for one of your online meetings, the following list may help you focus on how you want that person to contribute. [**NOTE**: These are example and do not include all possibilities!]

[Please check all that apply]

Design Input

- ❑ *Greater* <u>internal</u> stakeholder participation in planning the workshop.
- ❑ *Earlier* input from workshop attendees.
- ❑ *More* involvement in setting the agenda and flow.
- ❑ *Greater* involvement of key management members and/or Board members
- ❑ *Broader* input from key <u>external</u> stakeholders prior to the meeting.
- ❑ *Deeper* sense of context for planning session.

Meeting Execution (using appropriate techniques and online tools)

- ❑ *More* engagement of all participants.
- ❑ *More* energized participants at the end of online meetings.
- ❑ *Bigger* picture thinking.
- ❑ *Greater* sense of camaraderie.
- ❑ *Broader* exploration of critical issues facing the organization.
- ❑ *More* relaxed online working environment.
- ❑ *Wider* variety of conversation formats (small group, plenary, etc.)
- ❑ Inclusion of *more* external presenters via technology.
- ❑ *More* physical activity integrated into the meeting.
- ❑ *Decrease* in undue influence of CEO/Board Chair.
- ❑ *Better* process for surfacing and resolving internal conflicts.
- ❑ *Better* use of humour to allow for tough conversations to happen more readily.
- ❑ *Greater* flexibility to adjust agenda/flow to follow greater value that may emerge in the meeting.

Potential Focus for Meeting Content

- ❑ *Stronger* linkages of strategies to tactics to be built into operational plans.
- ❑ *More* time provided to explore future oriented scenarios.
- ❑ *Deeper* understanding of the competition and their key advantages.
- ❑ *Broader* appreciation for how international politics and economics impact local markets.
- ❑ *More* in-depth exploration of succession issues, challenges and priorities.
- ❑ *Expanded* possibilities for growing new business lines.
- ❑ *More* useful assessment of organizational strengths, weaknesses, threats and opportunities to be addressed strategically.