

Facilitation Audit

There are many ways in which engaging a facilitator can contribute to the success of your meeting—this lists some of the more common ones. Which of the following would help you get the most value from your meeting?

[Please check all that apply]

- 1. *Greater* commitment to agreed upon actions.
- 2. *More* engagement of all participants.
- 3. *Clearer* roles and responsibilities.
- 4. *More* involvement in setting the agenda and flow.
- 5. *Broader* input from key stakeholders prior to the meeting.

- 6. *More* energized participants at the end of each planning day.
- 7. *Bigger* picture thinking.
- 8. *Clearer* identification of “Game Changers”.
- 9. *Better* analysis of blind spots.
- 10. *Deeper* sense of context for planning session.

- 11. *Greater* involvement of key management members.
- 12. Physical environment that is *more* conducive to creative thinking.
- 13. *Greater* sense of camaraderie in team.
- 14. *Stronger* linkages of strategies to tactics to be built into operational plans.
- 15. *More* time provided to explore future oriented scenarios.

- 16. *Earlier* input from workshop attendees.
- 17. *Broader* exploration of critical issues facing the organization.
- 18. *More* relaxed working environment.
- 19. *Wider* variety of conversation formats (small group, plenary, etc.)
- 20. *More* physical activity integrated into the meeting.

- 21. Inclusion of *more* external presenters via technology.
- 22. *More* followup to ensure plans are used, communicated and integrated back at work.
- 23. *Decrease* in undue influence of CEO/Board Chair.
- 24. *Better* understanding of current market dynamics.
- 25. *Greater* stakeholder participation in the planning workshop.

- 26. *Better* process for surfacing and resolving internal conflicts.
- 27. *More* continuity of facilitator and facilitation style over multiple planning sessions.
- 28. *More* effective check-in process throughout the year, to ensure focus is maintained.
- 29. *Better* use of humour to allow for tough conversations to happen more readily.
- 30. *Greater* flexibility to adjust agenda/flow to follow greater value that may emerge in the meeting.

- 31. *Deeper* understanding of the competition and their key advantages.
- 32. *Broader* appreciation for how international politics and economics impact local markets.
- 33. *More* in-depth exploration of succession issues, challenges and priorities.
- 34. *Expanded* possibilities for growing new business lines.
- 35. *More* useful assessment of organizational strengths, weaknesses and opportunities to be addressed strategically.

- 36. Other?