

CHECK-LIST OF ***THE MINDSHIFTER:*** FACILITATION.

PREPARATION

- ☐ Formulate the topic of the meeting
- ☐ Plan out IDOARRT
- ☐ Send an invitation to the participants
- ☐ Choose methods to explore the topic
- ☐ Plan the meeting's framework
- ☐ Plan breaks
- ☐ Prepare the space and the materials

MEETING START

- ☐ Welcome participants
- ☐ Facilitate an ice-breaker or/and a check in activity
- ☐ Establish safe space for all the participants

DIVERGENCE STAGE

- ☐ Research the topic
- ☐ Question the topic
- ☐ Generate ideas

EMERGENCE STAGE

- ☐ Hold uncomfortable space
- ☐ Manage conflict situations
- ☐ Intervene if needed

CONVERGENCE STAGE

- ☐ Vote for the best solutions
- ☐ Facilitate creation of the further action plan
- ☐ Facilitate check out activity
- ☐ Evaluate meeting process and results



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