

The meeting facilitation checklist

Did the meeting facilitator:

Clarify group's objectives?
Ensure full participation?
Ask open-ended questions?
Probe for more information or understanding?
Challenge the members' thinking?
Create a comfortable environment?
Develop meeting agreements?
Encourage innovative thinking?
Use meeting agreements effectively?
Demonstrate flexibility?
Listen actively?
Paraphrase?
Invite opposing views?
Provide an organized structure?
Clarify understanding?
Deal effectively with negative behaviour?
Check for consensus?
Ensure closure and commitment to action?

The meeting check-up

We

Had full participation?
Took the floor in turns?
Listened openly to one another?
Stretched our thinking?
Openly expressed ideas?
Openly addressed concerns?
Showed energy and enthusiasm?
Started and ended on time?
Kept discussion on track?
Made decisions effectively?
Achieved consensus?
Felt the meeting time was well spent?

The facilitator

Clarified the objective?
Used our working agreement?
Stopped periodically to check our progress?
Clarified understanding of discussion points?
Provided a structure for the decision-making process?
Checked for consensus / agreement?
Ensured each item was brought to closure with commitments to action?
Recapped our outcomes / decisions ?