Facilitation Model

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Self** | **Group** | **Process** |
|  Clarify Objectives   What is the purpose?   What is the end result?   What is the success criteria?   What is involved in the “Task”?   How much time do I have?   What contingencies do I need to consider if the task changes half way throughout the meeting?   How do I know when I have achieved the task? |  What skills do I need to bring?   What do I need to be aware of?   How can I use myself as an instrument to help the group achieve its task?   How will I create an appropriate climate/ environment?   What do I need to do or say in order to achieve the right climate?   How will I build rapport with those people in the room that I don’t know?   How will I continue to build rapport with those people in the room I do know? |  Who am I dealing with?   What do I need to know about the group (e.g. dynamics, roles, place in decision making chain, relationships with each other).   What does the group have to achieve?   What is their level of experience and knowledge with the topic?   How much time do I need to spend on introducing the topic given the groups’ experience?   How many people will be in the room?   How should the room be set up for the group? |  What is the most appropriate process to adopt?   Are there any repercussions of using this process?   Will this process help me achieve the task efficiently?   What type of questions do I need to ask during the session that will help us reach our task?   Which process is the most appropriate to use?   What other contingencies do I need to consider if X process doesn’t work?   How will I close the session? |