**Meeting Facilitation Practice Directions:**

Think of an upcoming meeting. Answer the questions below and prepare for a meeting using an exercise that you have not used before.

In preparation for the practice, answer the following questions:

1. **Who is the audience?**
2. **How many people are in the audience?**
3. **Have they met before? If not, have they worked together before in another capacity (stage of group development)?**
4. **What challenges do you anticipate?**
5. **What are the four personalities that you are most likely to encounter? Disrupters? Quiet people? Naysayers? People who just like to hear themselves talk? Others?**
6. **What is your plan for bringing each personality along in the meeting? How will you work with the different personalities to achieve optimal results?**
7. **What questions will the participants have?**
8. **What are the next steps for the participants?**
9. **What follow up should occur after the meeting?**
10. **What preparation must you do in advance of the meeting in order for it to be successful?**

**2 weeks prior:**

**1 week prior:**

 **Day before:**

 **Day of:**