

# Facilitators Guide Template

**Purpose:** *What is the Purpose of this meeting?*

Time	Agenda Item	Going For	Process/Activity/Instructions	Prep/Materials	Output/Comments
<i>How long will you allow for this activity?</i>	<i>What's the agenda question for this segment?</i>	<i>What is your intent with this item?</i>	<i>What is the Group Process Design?</i> <i>What facilitation tools will you use to help the group address the agenda question?</i>  <i>What instructions do you need to provide to them?</i>	<i>What kind of set up do you need?</i>  <i>What supplies will participants need?</i>	<i>What is the Desired Outcome of this segment?</i>



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