

Learning Teamwork Through Meeting Facilitation 4-Step Process

STEP 4

Meeting Evaluation

1. Plus-Delta Chart

STEP 1 Meeting Preparation

- A. Gather Materials
Flipcharts, Markers,
Tape, Stop Watch
- B. Agenda
- C. Job List
- D. Decision Making
Method
- E. Recording Ideas

STEP 4 Meeting Evaluation

STEP 1 Meeting Preparation

STEP 3 Meeting Review

STEP 2 Conducting The Meeting

STEP 3 Review

1. Ghant Chart

STEP 2 Conducting the Meeting

A. Roles:

Facilitator, Recorder, Gate Keeper, Time Keeper, Team Member

B. Ground Rules

C. Process Steps:

1. Opening-

Brainstorming (random, round robin, list)

Fishbone

Lotus Diagram

2. Narrowing-

Combine & Eliminate, categorize, multi-voting, N/3, criteria evaluation

Affinity Diagram

3. Closing-

Straw poll. both/and. negative vote