# Facilitator’s Guide

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| **Purpose of Meeting** (why is it worth our time to hold this meeting?) |
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| **Specific Objectives to be Accomplished** (what do we want to get done by its end?) |
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| **Participants Needed** | |
| **Name** | **General Role or Purpose for Attending** |
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**Topics** (total duration: )

1. Topic name
   1. Purpose of topic:
   2. Process techniques and roles that will be used to achieve the purpose of this topic
   3. Other roles for this topic:
   4. Estimated duration:
2. Topic name
   1. Purpose of topic:
   2. Process techniques and roles that will be used to achieve the purpose of this topic
   3. Other roles for this topic:
   4. Estimated duration: