# 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?) |
| 1.
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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
		1.
		2.
		3.
	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
		1.
		2.
		3.
	3. Other roles for this topic:
	4. Estimated duration: