

Facilitative Leadership

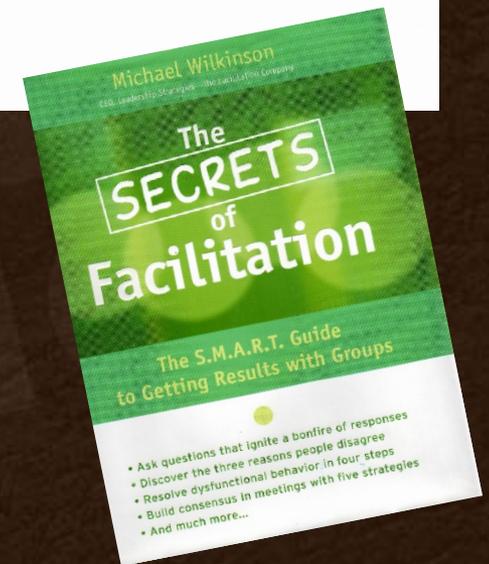


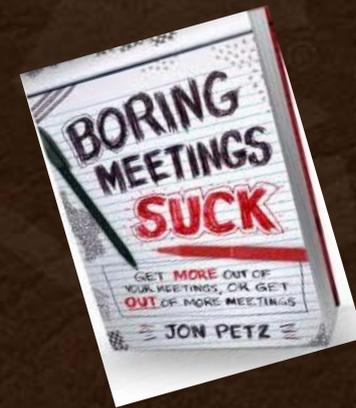
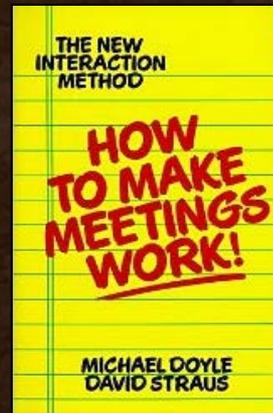
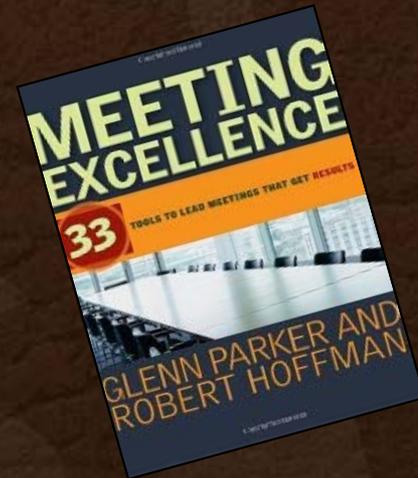
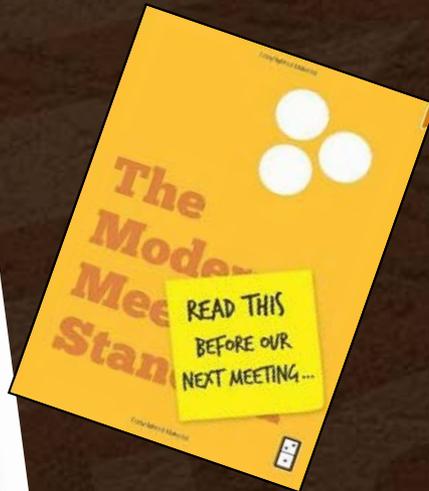
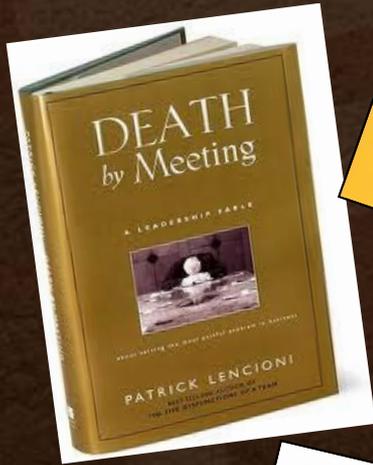
Mary Laurence McMillan
Program Director
YMCA Camp Seafarer

Facilitative Leadership

Secret #1—The Fundamental Secret of Facilitation

You can achieve more effective results when solutions are created, understood, and accepted by the people impacted.







**universal symbol for
exhausted**

Outcomes

By the end of this time, participants will have:

- Learned a systematic approach to planning and leading effective meetings and trainings
- Reviewed a specific meeting plan that utilized this approach
- Started to think about an upcoming meeting or training with this approach in mind
- Shared questions, experiences, and takeaways

Building Blocks

Outcomes

Agenda

Prewrite

Content & Process

Next Steps

MEETINGS/TRAININGS PLANNING TOOL

My Meeting: _____

OUTCOMES (Why) <i>By the end of this meeting participants will have...</i>	AGENDA (What)	PROCESS (How)	CB/D	NOTES
1.			<input type="checkbox"/>	
2.			<input type="checkbox"/>	
3.			<input type="checkbox"/>	
4.			<input type="checkbox"/>	
5.			<input type="checkbox"/>	

OUTCOME STARTERS	
Accomplished	Gained
Adapted	Guided
Addressed	Handled
Analyzed	Identified
Applied	Imagined
Assessed	Improved
Celebrated	Increased
Collected	Interpreted
Communicated	Launched
Compared	Managed
Compiled	Measured
Completed	Performed
Created	Planned
Deepened	Prioritized
Defined	Processed
Designed	Produced
Determined	Recognized
Developed	Recommended
Discovered	Reduced
Drafted	Reviewed
Edited	Shared
Enhanced	Strengthened
Envisioned	Summarized
Established	Surveyed
Evaluated	Trained
Expanded	Verified

PREWORK

Example – Monthly Department Mtg

MEETING OUTCOMES

By the end of our staff meeting, participants will have:

OUTCOMES = WHAT PARTICIPANTS WALK AWAY WITH

My Meeting: _____		
OUTCOMES (Why) <i>By the end of this meeting participants will learn</i>	AGENDA (What)	P
1. Built community among team		
2. Celebrated department highlights		
3. Gained understanding of staff documentation process		
4. Set at least 3 department goals for winter season		

Building Blocks

Outcomes

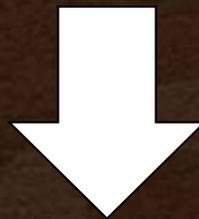
Agenda

Prewrite

Content & Process

Next Steps

OUTCOMES:
What participants will walk away with



AGENDA:
Flow of topics that will make sense for participants

Example – Monthly Department Mtg

BUILDING YOUR AGENDA

By the end of our staff meeting, participants will have:

My Meeting: _____		
OUTCOMES (Why) <i>By the end of this meeting participants will have...</i>	AGENDA (What)	PROCESS (How)
1. Built community among team	Community Builder (10)	
2. Celebrated department highlights	Shout Outs (20)	
3. Gained understanding of documentation process	Staff Documentation (20)	
4. Set at least 3 department goals for winter season	Goal Setting (45)	

Building Blocks

Outcomes

Agenda

Prework

Content & Process

Next Steps

Example – Monthly Department Mtg

PREWORK

My Meeting: _____

OUTCOMES (Why)

AGENDA (What)

PROCESS (How)

PREWORK

1. Review goals from last year and determine whether we met them.
2. Come with two goals in mind for the winter season.

Building Blocks

Outcomes

Agenda

Prewrite

Content & Process

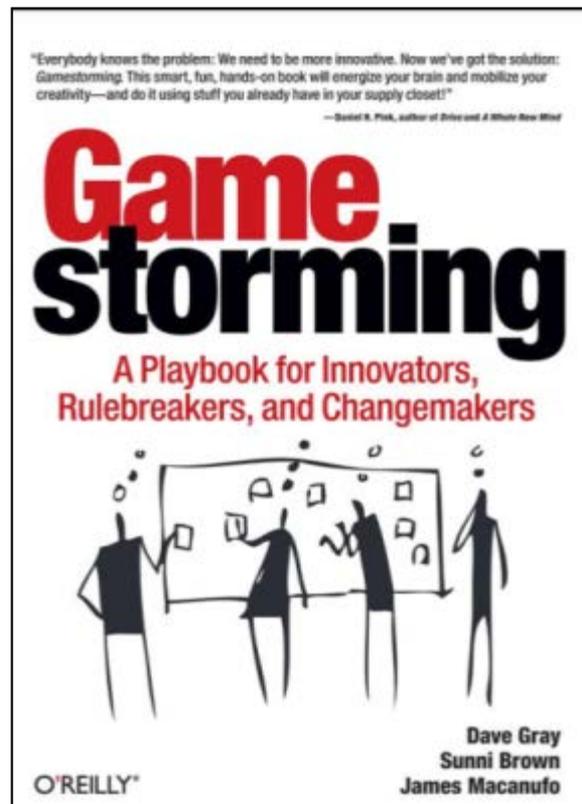
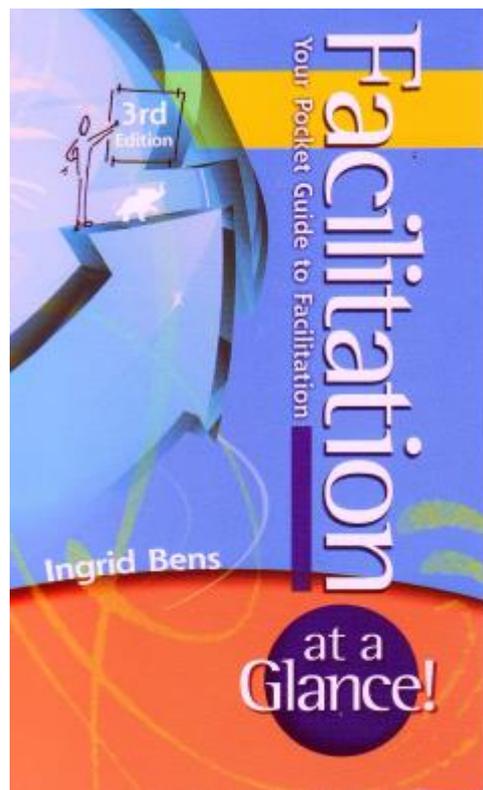
Next Steps

ALMOST LIMITLESS APPROACHES



TO CREATE AND SUSTAIN FULL PARTICIPATION

ALMOST LIMITLESS APPROACHES



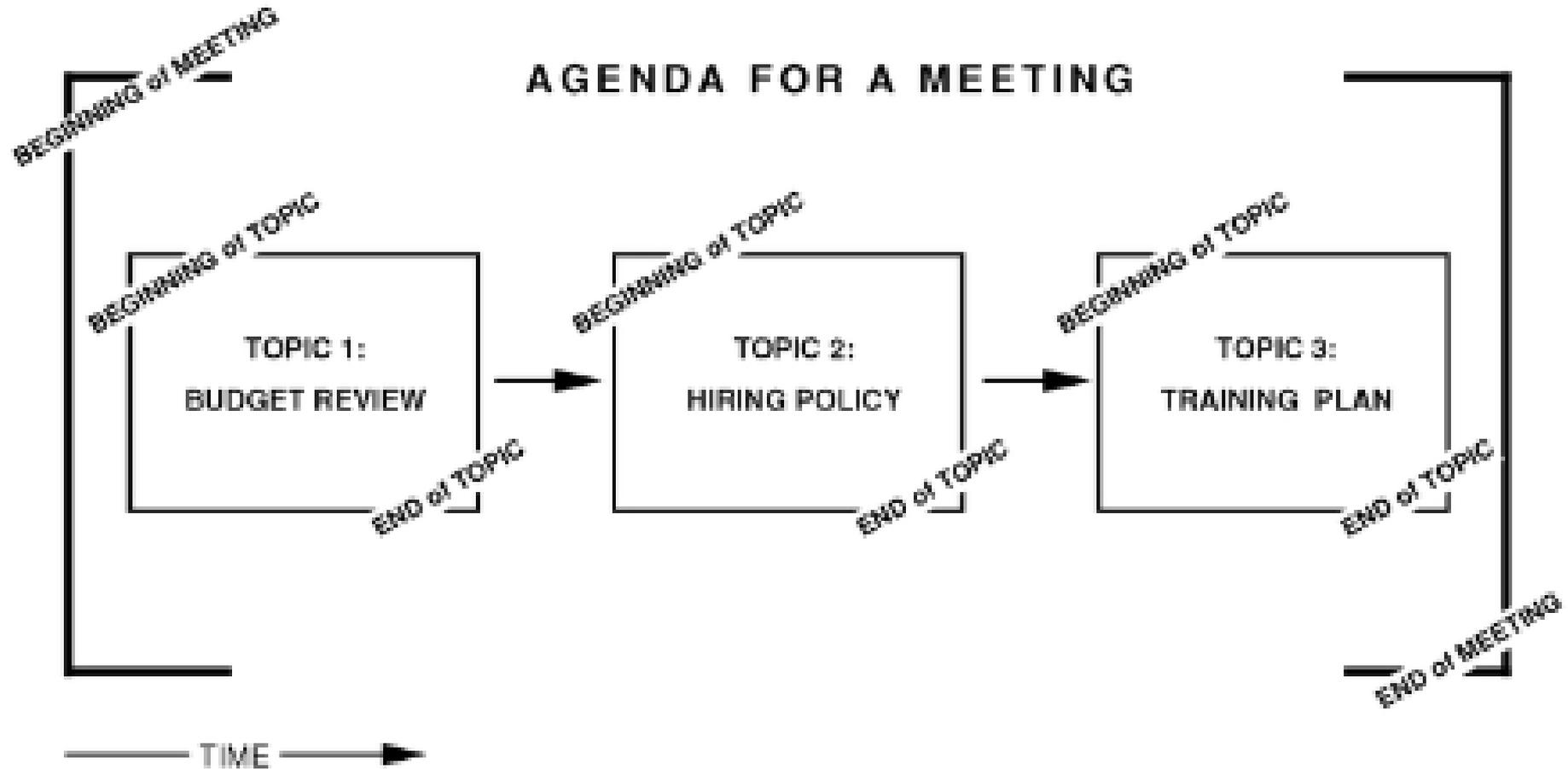
TO CREATE AND SUSTAIN FULL PARTICIPATION

PROCESS

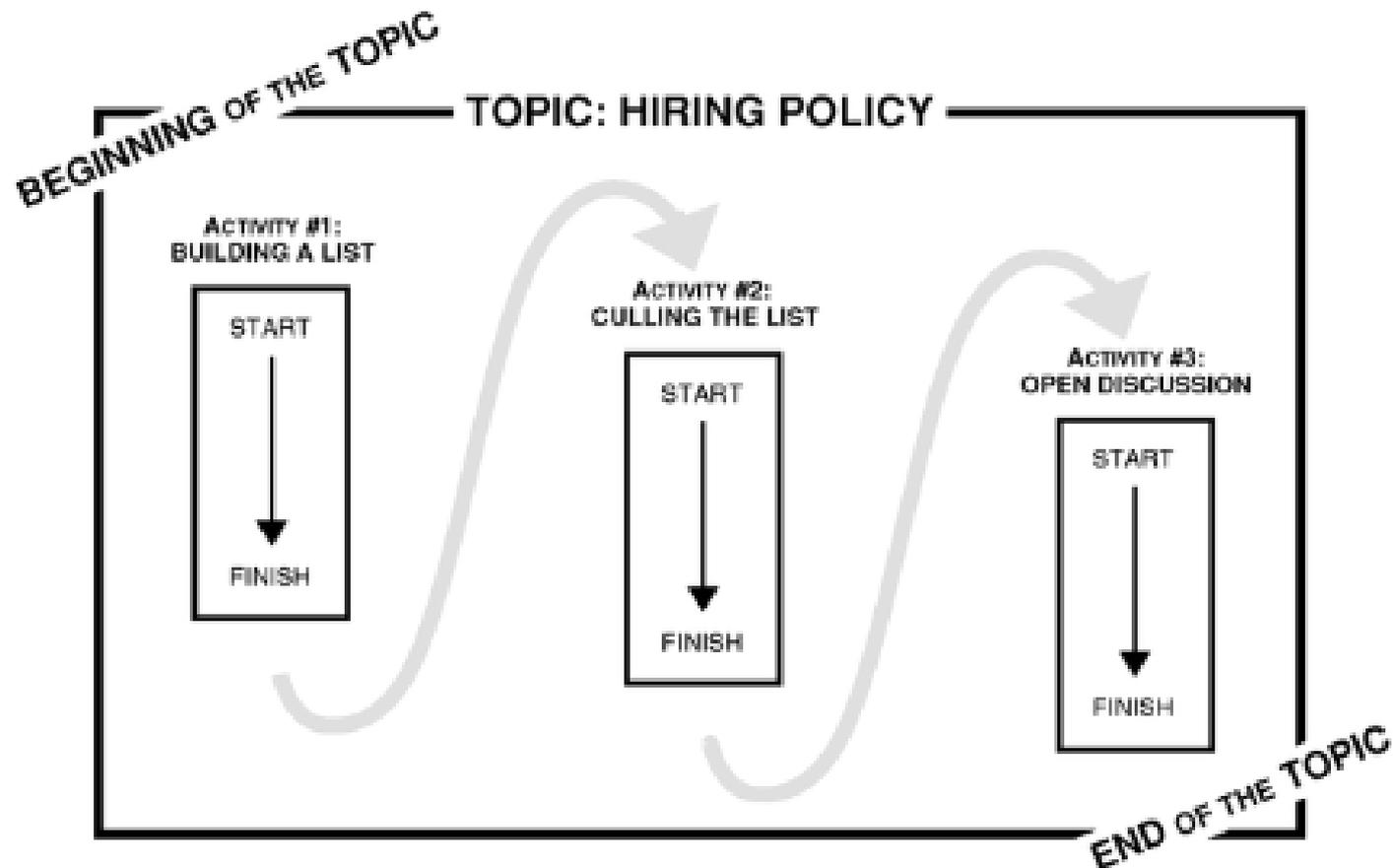
My Meeting: _____	
OUTCOMES (Why) <i>By the end of this meeting participants will know...</i>	AGENDA (What)
1. Built community among team	Community Builder (10)
2. Celebrated Department highlights	Shout Outs (20)
3. Gained understanding of doc. process	Staff Documentation (20)
4. Set at least 3 dept goals for winter season	Goal Setting (45)

	PROCESS	CB/D
	<p><u>Goal Sharing</u> Staff member writes/draws a personal or work goal for the winter season. Display in supervisor's office. Feel free to incorporate the winter season!</p>	<input type="checkbox"/>
	<p><u>What's HOT!</u> Staff members write program highlights on index cards for facilitator to share</p>	<input type="checkbox"/>
	<p><u>Information Session</u> Sit and Get. Dialogue about learnings at the end.</p>	<input type="checkbox"/>
	<p><u>Group Discussion:</u> Small group discussion about findings. Report out. Theme suggestions and vote for top three</p>	<input type="checkbox"/>

Content Approach To Meeting Agenda



Process Approach To Agenda Building



PROCESS

My Meeting: _____	
OUTCOMES (Why) <i>By the end of this meeting participants will know...</i>	AGENDA (What)
1. Built community among team	Community Builder (10)
2. Celebrated Department highlights	Shout Outs (20)
3. Gained understanding of doc. process	Staff Documentation (20)
4. Set at least 3 dept goals for winter season	Goal Setting (45)

	PROCESS	CB/D
	<p><u>Goal Sharing</u> Staff member writes/draws a personal or work goal for the winter season. Display in supervisor's office. Feel free to incorporate the winter season!</p>	<input type="checkbox"/>
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	<p><u>Group Discussion:</u> Small group discussion about findings. Report out. Theme suggestions and vote for top three</p>	<input type="checkbox"/>

Building Blocks

Outcomes

Agenda

Prewrite

Content & Process

Next Steps

Next Steps

- Let's make sure these goals get posted.
- John post these goals.
- John post these goals on the hallway bulletin board.
- John post these goals on the hallway bulletin board by the end of this week.

Outcomes

By the end of this time, participants will have:

- Learned a systematic approach to planning and leading effective meetings and trainings
- Reviewed a specific meeting plan that utilized this approach
- Started to think about an upcoming meeting or training with this approach in mind
- Shared questions, experiences, and takeaways

Your Opinion Matters

Please open the **NSPS app** and complete the **session survey** found in the **menu bar**.

Thank you for attending this session!