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Five Meeting Facilitation Steps © 2022-08-04

Green Belt Question: What are the Five Meeting Facilitation Steps?

Green Belt Succinct Answer:

1. Figure out the type of meeting needed.
2. Get needed people, time(s), venue(s).
3. Create the Agenda(s) to meet the need(s) using the Single Question Model as “Building Blocks.”
4. Facilitate the meeting.
5. Follow-Up.

Why These Skills Are Important:

- Unity requires effective meetings. Someone has to facilitate or meetings are ineffective. Ineffective meetings cause disunity and cynicism.
- [*Muddling Along or Unity: Confessions of a Recovering Jerk, pp. 139-140*](#)

Explanations of the Green Belt Succinct Answer:

1. Figure out the type of meeting needed. Answer the Question, “What needs to happen in this meeting (these meetings) so we think it was a good use of time and effort?”
 2. Get needed people, time(s), venue(s). People appreciate knowing what the meeting is about, and their role in the meeting (especially if there is something for them to prepare), as soon as they know about the meeting. Few people like being “blind-sided.”
 3. Create the Agenda(s) to meet the need(s) using the Single Question Model as “Building Blocks.”
 - a. Most people ignore the agenda if you send it ahead of time.
 - b. Some people really appreciate receiving the agenda ahead of time.
 4. Facilitate the meeting. Do the Dialog Dojo skills for people who do not have those skills.
 5. Follow-Up
 - a. Save notes from this meeting while creating the agenda for the next
 - b. Do any follow up reminders/tasks you promised to do in the meeting
 - c. If this is a meeting that merits it, send participants a summary of the Accountability for each question (a.k.a. Action points, To-Do list).
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- There is always more to learn about planning, leading, attending, facilitating, and all other facets of meetings. If you want to dive deeper down that rabbit hole, here are a few resources:
 - [Mindtools.com - The Role of a Facilitator](http://Mindtools.com)
 - [Wilkinson's The Secrets of Facilitation](#)
 - [Schein's Humble Consulting](#)

Illustrations of the Skills:

[*Muddling Along or Unity: Confessions of a Recovering Jerk*, pp. 140-149](#)