

FACILITATION PREPARATION CHECKLIST

Project Name :
Project Sponsor:



FACILITATION PLANNING

- ☐ Define project objectives & scope
- ☐ Prepare materials (agendas, handouts, etc)
- ☐ Outline meeting content & activities
- ☐ Define workshop deliverables
- ☐ Confirm participants invited
- ☐ Confirm location, time
- ☐ Clarify facilitation roles & expectations
- ☐ Identify potential issues



NOTES

