Ant Boobier

@antboobier
anthony@nomad8.com

Keep moving ahead
nomad8.com
You as the Facilitator, pair and prepare your way to successful outcomes
HOSTAGE SITUATION
get me outta here

HIGH IMPACT
collaborative and creative

HIGH outcomes

LOW engagement

TIME WASTING
YAWN-FEST

HIGH PRICED
PARTY

Huh? Blah!

LOW outcomes

HIGH engagement

www.lynnecazaly.com
By yourself, think and write down…

What are the characteristics of an *awful* meeting?
By yourself, think and write down...

What are the characteristics of an awful meeting?

What are the characteristics of an awesome meeting?
Pair and brainstorm with a partner...

What are the characteristics of an awful meeting?

What are the characteristics of an awesome meeting?
Now let’s back

What did you come up with?

Did you discover more with your partner?
An instructional strategy where you consider a question (think), note down your thoughts (write), turn to a partner (pair) and discuss their response (share).
Keep moving ahead
2 heads pairing together... ...form an even better idea
Prepare

THINK

write

PAIR

SHARE

Keep moving ahead
let me tell you a meeting secret
How much planning is enough?

Rule of thumb, take twice the amount of time for a meeting to prepare for it

Jean Tabaka
POWER TO THE PEOPLE

(AND THEIR MEETING)
Purpose
(why are we having the meeting?)

Outcomes
(what do we want to achieve in the meeting?)

What’s in it for them
(why should people attend the meeting?)

Engagement
(how are you going to ensure participants are engaged?)

Roles and responsibilities
(what are participants empowered to do?)
Keep moving ahead
A canvas helps you think in a disciplined way and acts like a inanimate conscience.
<table>
<thead>
<tr>
<th>Facilitation Canvas</th>
<th>Session name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong>&lt;br&gt;What are we looking to achieve? Are we trying to make a decision, brainstorm options or align? What are the implications if we don’t achieve this purpose?</td>
<td><strong>Agenda</strong>&lt;br&gt;How will we structure the session? Consider the following 6 steps:&lt;br&gt;#1 Open (set context, confirm and agree purpose)&lt;br&gt;#2 Background (establish data and facts)&lt;br&gt;#3 Discussion (focus on the group’s opinions and views)&lt;br&gt;#4 Ideas (what are the opportunities and options)&lt;br&gt;#5 Actions (agree decisions and next steps)&lt;br&gt;#6 Close</td>
</tr>
<tr>
<td><strong>People</strong>&lt;br&gt;Who needs to be part of this session and what is their role? Do we have all the right people to achieve our purpose? What is the size of the group? Will they know one another? Can you be the neutral facilitator?</td>
<td><strong>Outputs</strong>&lt;br&gt;What outputs / deliverables are expected to be produced in this session?</td>
</tr>
<tr>
<td><strong>Inputs</strong>&lt;br&gt;What inputs (e.g. data, SMEs, insights, prototypes) need to be brought along to the session for background and discussion?</td>
<td><strong>Pitfalls</strong>&lt;br&gt;What could hinder the session? What are potential problems with the group you are engaging? What could prevent them from achieving their purpose?</td>
</tr>
</tbody>
</table>
Purpose

What are we looking to achieve?
Are we trying to make a decision, brainstorm options, or align?
What are the implications if we don't achieve this purpose?
Outcomes

What are the outcomes needed to make the session a success? What difference needs to be achieved to reach the agreed purpose (e.g. alignment, consensus, prioritisation)? How will you as the facilitator know if the outcomes have been met?
The Meeting Miracle question

“Imagine that the meeting has just ended, you are walking out of the door of the meeting and you turn to your colleague and say,

‘I am so happy with what the group has accomplished in this meeting!’

“What was it that the group accomplished that made you so happy?”
The outcomes are things that are achieved because of the meeting.
A great outcome may be that there is no need for a meeting!
If you reach your Outcomes give them the gift of time!

Gift of Time Voucher

[How much time are you gifting back?]

To: [Recipient Name]  From: [Sender Name]
Purpose:
Plan out the work to be performed in the next sprint

Outcomes:
Agreement on what can be delivered in the sprint
Agreement on how the work needed to deliver the increment will be achieved
People

Who needs to be part of this session and what is their role?
Do we have all the right people to achieve our purpose?
What is the size of the group? Will they know one another?
Can you be the neutral facilitator?
Inputs

What inputs (e.g. data, SMEs, insights, prototypes) need to be brought along to the session for background and discussion?
 Outputs
What physical outputs / deliverables are expected to be produced in this session?
Agenda

How will we structure the session? Consider the following 6 steps:

#1 Open (Set context, confirm and agree purpose)
#2 Background (establish data and facts)
#3 Discussion (focus on the group's opinions and views)
#4 Ideas (what are the opportunities and options)
#5 Actions (agree decisions and next steps)
#6 Close
DIVERGE

CREATE
CHOICES

MAKE
CHOICES

CONVERGE
Environment

How will you create the environment in which the participants can achieve their desired purpose?
What techniques / exercises will help facilitate the session?
How should the physical environment be set up?
What materials will you need?
“Psychological safety is a belief that one will not be punished or humiliated for speaking up with ideas, questions, concerns or mistakes.”

Amy Edmondson
Pitfalls

What could hinder the session?
What are potential problems with the group you are engaging?
What could prevent them from achieving their purpose?
Now it’s your turn!

Fill out canvas for an up and coming meeting in next 6 weeks

Pair and share back with your partner, listen and give feedback / suggestions - swap over
Purpose:
Plan out the work to be performed in the next sprint

Outcomes:
- Scrum team agreement on what can be delivered in the sprint
- Scrum team agreement on how the work needed to deliver the increment will be achieved

Background:
Sprint planning meeting for an in-house Scrum team that has been together for 8 sprints building a mobile app
THINK

write

PAIR

SHARE
Thank-you!

Ant Boobier
@antboobier
anthony@nomad8.com

Download the Facilitation Canvas here:
https://nomad8.com/articles/facilitation-canvas/