

# FACILITATION TREE

Creating valuable outcomes  
through valuing people

Sponsor \_\_\_\_\_

Session: \_\_\_\_\_

Outcomes

**Purpose of the Session**

*Describe what is the desired impact this session will have. What is the background / supporting context?*



**Know Your Audience**

*Who is attending? How many?  
Why are they attending?  
What do you want them to think/feel/say/do?*



**Success Measures**

*How will you know if this was successful? Who else can help define this?*



Approach

**Topics to cover**

*What are the main topics / agenda items that will be included to achieve the desired outcome(s)? Have a strong open and clear close.*



**Activities to engage audience**

*What are the different methods you will use to maximise audience participation?*



**Session Format**

*Will this session be run in-person, virtually or hybrid? What tools will you need to prepare and test? Is it accessible for everyone?*



Experience

**Environment**

*What conditions need to be satisfied for active participation / learning to take place?*



**Risks**

*What needs to be true in order to create an environment for psychological safety? What needs to be addressed before or during the session?*



**Expertise**

*Whose experience or expertise will you need to draw from to ensure the outcome(s) is met?*



## Principles

**BEGIN WITH  
END IN MIND**

*Be clear on the outcome we're after and start with a conversation with the Sponsor.*



**PARETO  
PRINCIPLE  
(80/20 RULE)**

*Prioritise your agenda based on what is likely to create the most value - for each item, describe the value and how it helps achieve the overall outcome*



**MAKE IT  
INTERACTIVE**

*Make it easy to participate by being clear on the goals and the rules of the game. Make it enjoyable.*



**FOCUS ON  
PEOPLE**

*Consider how you will create a space that increases psychological safety to participate, share and make them feel valued as a result.*



**CALL TO  
ACTION**

*Start well, finish strong. What's the 'now what' for your audience? Get your audience to share it.*

