Facilitation Canvas

◎ 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?

⏵ 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

⊛ 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?

👥 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?

☑ Outputs

What physical outputs / deliverables are expected to be produced in this session?

🗑 Environment

How will you create the environment in which the participants can acheive their desired purpose?
What techniques / exercises will help facilitate the session?
How should the physical environment be set up?
What materials will you need?

⇥ Inputs

What inputs (e.g. data, SMEs, insights, prototypes) need to be brought along to the session for background and discussion?

👾 Pitfalls

What could hinder the session?
what are potential problems with the group you are engaging?
What could prevent them from achieving their purpose ?

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