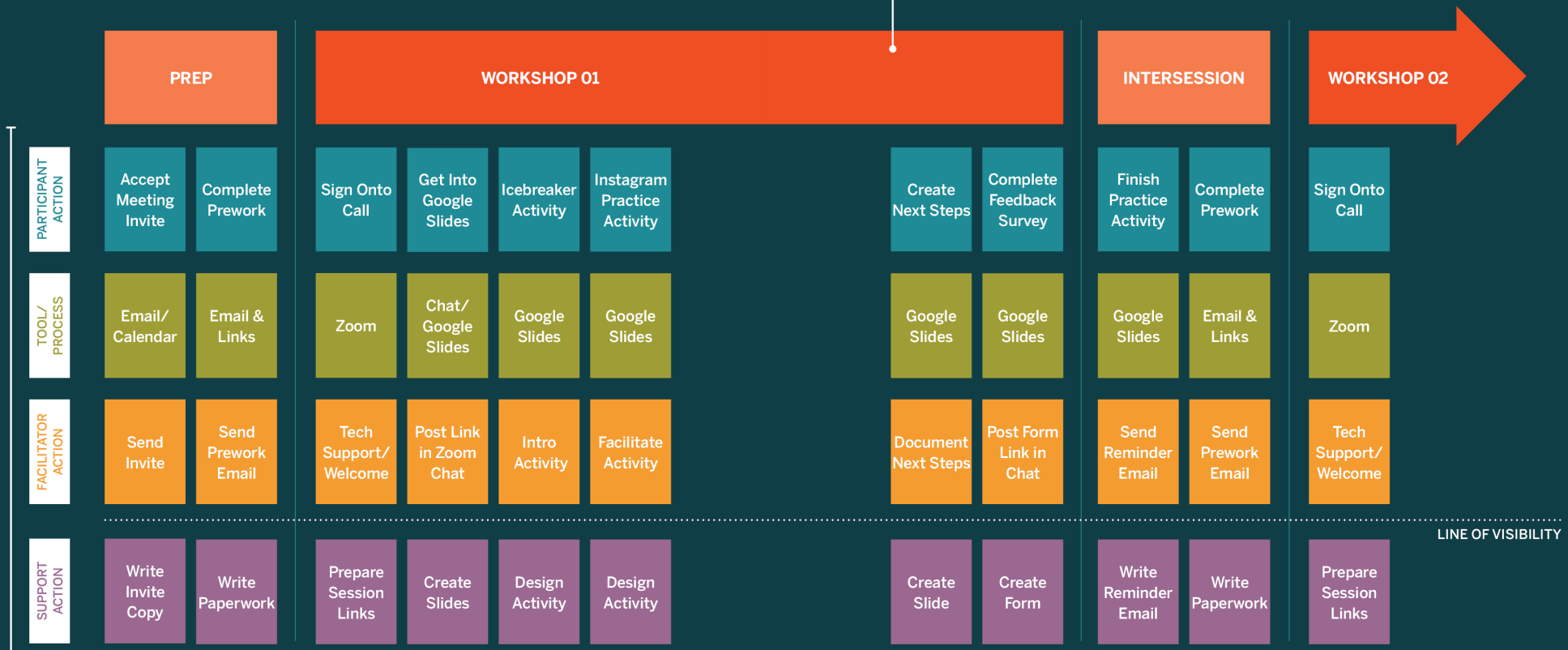
THE FACILITATION BLUEPRINT

The Timeline

When designing meetings, it's critical to understand that your participants' experience start before and ends after your meeting. If there isn't enough warning or time to complete the pre-work, it impacts the session. If no pre-work is assigned and valuable time together is spent informing people on something they could have read, it impacts the session. If the facilitator didn't think through how participants are going to switch between softwares, that's a design flaw. If the next steps aren't completed, it might reflect poorly on the participant or team, but also reflects lack of design.



The Experience Layers

The rows represent individuals' actions and the tools or processes they use to achieve them. The version listed here represents a session with one facilitator, who takes each support action and manages all tools and processes. The participant actions range from, "signs into zoom call," to "gives facilitator feedback through survey link." In this simple version, the support action encompasses all actions the facilitator takes, with the line of visibility representing what they do that the participant sees, versus what they do behind the scenes.