


01. Coordinator

- **Reserve** the meeting room,
- **Ensure** equipment and supplies,
- **Order** (and perhaps receive and set up) refreshments, and
- **Support** participant requests such as travel information.

02. Documenter

- **Set up** the documentation software and tools,
- **Document** outputs and inflection points, not verbatim discussions,
- **Distribute** the meeting or workshop notes, and
- **Manage** edits, document versioning, and archiving.



4 ROLES of EFFECTIVE FACILITATION

03. Methodologist

- **Help** the facilitator, business partner, and technical partner codify the deliverable and define the appropriate agenda steps to follow,
- **Provide** succinct questions to ask and the optimal order or sequence for the questions to be answered, and
- **Occasionally participate** in workshops to ensure that the output produced satisfies the expected standards of quality and consistency—namely, that others can act upon the deliverable effectively, such as the product development, project, or Scrum teams.

04. Facilitator

- **Focus** the group and using facilitation skills to enhance communications,
- **Ensure** that all participants have an opportunity to participate,
- **Explain** and enforce all of the roles,
- **Keep** the group on track,
- **Listen actively** to the discussion and challenging assumptions,
- **Manage** the documenter and/or the documentation,
- **Observe** the group interactions and adjusting when necessary,
- **Question** to achieve clarity—aiding understanding among participants,
- **Recognize** disruptive behavior and creating positive corrections,
- **Work** to manage conflict that develops.

Developing A Business Plan Facilitator Guide

Judd E. Hollander



Developing A Business Plan Facilitator Guide:

Developing a Business Plan Arnold Packer, Johns Hopkins University Hospital Staff, Johns Hopkins University. SCANS 2000 Center, South-Western Educational Publishing, Thomson Learning (Firm), 2001-02-01 **A Market Facilitator's Guide to Participatory Agroenterprise Development** Shaun Ferris, Elly Kaganzi, Rupert Best, Carlos Ostertag, Mark Lundy, Tiago Wandschneider, 2006-09 This publication is a product of the experiences and lessons learned while implementing agroenterprise projects in eastern and southern Africa A Market Facilitator's Guide is based on a resource to consumption framework which is the central theme of the enabling rural innovation approach for rural development This approach seeks to empower farmer groups with the necessary skills to make informed decisions for their economic development based on an analysis of their surroundings assets and skills The methodology also aims for outcomes that are equitable gender focused and participatory **Strategy Paper: A Participatory and Area-based Approach to Rural Agroenterprise**

Development. Good Practice Guide 1 , *Guidebook for Developing General Aviation Airport Business Plans* National Research Council (U.S.). Transportation Research Board, 2012 Ch 1 Introduction ch 2 Airport business plan ch 3 Airport business planning process ch 4 Preparing the elements of an airport business plan ch 5 Implementation ch 6 Airport and market ch 7 Organization ch 8 Operations ch 9 Marketing ch 10 Aviation products services and facilities ch 11 Financial Glossary of terms and acronyms Bibliography Creating Your Library's Business Plan Joy HP Harriman, 2008 Ten years ago few libraries had business plans Today more and more libraries are required to write them or they do so because business plans help clarify goals set reasonable time frames articulate standards measure performance and announce a library's successes Chock full of templates worksheets case studies and samples from a wide variety of libraries big and small this how to guide will help you create your business plan quickly and efficiently saving you time money and frustration One of the forerunners in library business plan development and a popular workshop leader Harriman guides you through every step of the process beginning with the whys and wherefores of writing a plan and the function of each component from the cover page to the appendix and everything in between Thirty worksheets will help you pull your plan together one component at a time More than twenty sample plans from academic public medical and special libraries worldwide represent best practices What's more all of the templates worksheets and samples are reproduced on a companion CD ROM so you can get started now This is the only reference you need to take your business plan from concept to completion efficiently effectively and without reinventing the wheel **Resources in Education** , 1988 **Improving Sustainable Livelihood Strategies for Biodiversity Conservation** Ajay Gupta, 2003 All Together Now! Lorraine L. Ukens, 1999-06-11 Offers sixty innovative enjoyable and effective activities designed to make learning unforgettable **Subject Guide to Books in Print** , 2001

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