**Results Based Facilitation Agenda**

**Purpose**

Results Based Facilitation has proven effective in getting people to work together toward a common result. Formatting a meeting agenda with results in mind helps groups hold more productive and engaging meetings, and ideally prevents boring meetings without purpose. This is adapted from *Results Based Facilitation: Book One - Foundation Skills - 2nd Edition*, by Jolie Bain Pillsbury, PhD.

**Key Components**

1. Meeting Purpose
   * The purpose should describe why the team has gathered.
2. Meeting Result(s)
   * Meetings are more effective when all participants understand what needs to be accomplished by the end of it. Every item on the agenda should tie in to one of the results.
3. Check-in
   * The check-in sets the tone for the meeting and connects the team to results and each other. Some examples:
     + How are you today?
     + What would you like to accomplish in this meeting?
     + What would you like to walk away with from this meeting?
4. Agenda Items
   * This include a title for the section, and brief, bulleted description of topics included.
5. Results for each agenda item
   * Writing a result for each agenda section ensures that there aren’t agenda items without an achievable outcome. Some types of results include sharing information, generating ideas, solving problems, securing feedback, or recognizing progress. Each agenda item should also include a result that is clear, specific, observable, meaningful and feasible.
6. Check-out

* Use this time to review action commitments and next steps to give the work back to the participants. This time can also be used to make sure each participant has what they need to complete the tasks.

**Results-Based Meeting Agenda**

**Meeting Location**

**Meeting Date**

**Meeting Time**

**AGENDA**

**Meeting Purpose**

**Meeting Results**

By the end of this meeting, participants will:

* Result 1
* Result 2
* Result 3

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| --- | --- |
| **Time** | **Agenda Item** |
| **0:00 AM/PM** | **Check-in**  ***Result:*** *Participants are joined to the meeting.* |
| **00:00** | **Agenda Item**  ***Result:*** |
| **00:00** | **Agenda Item**  ***Result:*** |
| **00:00** | **Agenda Item**  ***Result:*** |
| **00:00** | **Check-out** |
| **00:00 AM/PM** | **Adjourn** |

**EXAMPLE AGENDA – Baking a Custom Cake**

**Bakers Team Meeting**

**Back office, SL Bakery**

**June 10, 2020**

**9:00 AM – 11:00 AM**

**AGENDA**

**Meeting Purpose**

Identify strategies to ensure custom cakes are delivered on time

**Meeting Results**

* Determine all factors influencing late cake deliveries
* Identify a root cause for why cakes are delivered late
* Brainstorm plans to increase the likelihood cakes are delivered on time

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| --- | --- |
| **Time** | **Agenda Item** |
| **9:00 AM** | **Check-in**   * + - How are you this morning?     - What would you like to accomplish in this meeting?   ***Result:*** *Team is connected with one another* |
| **9:10 AM** | **Fishbone Diagram**   * Brainstorm factors influencing late cake deliveries * Choose factor to focus on within bakery’s control   ***Result:***  *Team identifies why cakes are delivered late to customers* |
| **9:40 AM** | **Root Cause Analysis**   * Identify the root cause of a chosen factor   ***Result:*** *Team hones down to root cause to focus on* |
| **10:10 AM** | **BREAK** |
| **10:15 AM** | **Brainstorm Plans**   * Small group discussion * Full group share-out * Impact vs effort   ***Result:*** *Team works together to identify potential next steps* |
| **10:50 AM** | **Check-out**   * Determine next steps and take on action commitments |
| **11:00 AM** | **Adjourn** |