

# Workshop Set-up Guide

## Pre Meeting Preparation

Facilitators are usually responsible for the preparation of the meeting, including the room set up, necessary supplies, refreshments, meeting notification and agenda. Careful pre meeting preparation can greatly enhance meeting productivity – a poorly prepared meeting can literally mean no one showing up on the day.

### *Agendas & Notification*

Information for meetings should be sent out in a “timely” manner – with enough advanced warning that all participants can both plan to attend and familiarize themselves with all pre reading information. The “information pack” should include all necessary pre reading and the meeting agenda. In *Mining Group Gold*, Thomas Kayser states, “... group sessions with a clear-cut agenda tend to be better focused, significantly more effective and achieve more specific results than meetings without an agenda.”

### *The Agenda*

An agenda should include all of the following:

- Meeting title *and* Purpose/Objective
- Meeting venue
- Date, Starting *and* Ending time of meeting
- Attendees
- Required pre meeting preparation (reports, pre reading, etc...)
- Facilitator
- Breakdown of Agenda topics with time allocated and item speaker

### *Physical Environment*

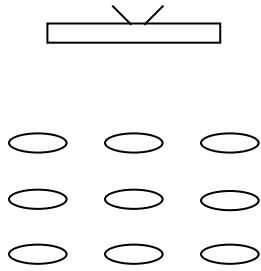
A physically uncomfortable participant will not be able to focus on the meeting objectives and content. Facilitators should arrive early and ensure the physical environment does not interfere with the group’s work. Physical aspects they should attend to include: room temperature, lighting and reflected glare, noise, ventilation, missing or insufficient supplies and seating and equipment set up.

### *Seating and Equipment Set Up*

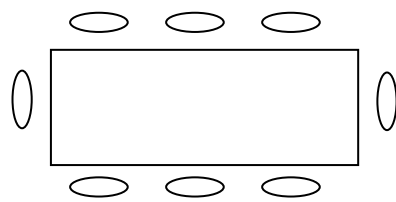
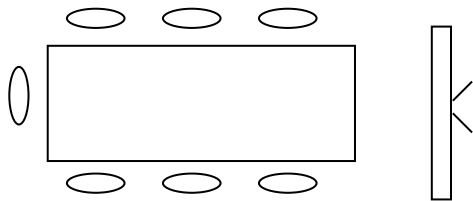
Effective facilitation requires seating and equipment be arranged to encourage group interaction. Whenever possible avoid the typical boardroom or classroom layout. The room should be arranged to focus attention on the work at hand, not on other participants, the scenery, or the facilitator.

# Workshop Set-up Guide

## Avoid These



Classroom Layout



Boardroom Layout

## Try These

