FACILITATION

Away day planning template

Plan the day around the decision it has to reach. Start with the people affected, leave time to make sense of what you hear, and finish with actions that have an owner and a date.

What the day has to decide, in one sentence

Who will be there, and why

Whose voice needs to be heard who will not be there, and how

What people need to read or answer before the day

A full day, as a starting point

Time	Session	Who leads
9.30	Welcome, and the question the day has to answer	
9.45	What people have told us, on the day and before it	
11.00	Break	
11.15	What we heard, and what is really going on	
12.30	Lunch	
13.15	The options, and what a good outcome looks like	
14.45	Break	
15.00	Decisions, owners and dates	
15.45	Close. What we have agreed, and the date to look again	
16.00	Finish	

After the day

A written record of the decisions goes out within a week. Every action has an owner and a date, and the date to look again is in the diary.