

Facilitation Guide for Greening Sacred Spaces

Edible Garden "Train the Trainer" Powerpoint Presentation

Nov. 18, 2014

FACILITATION PROCESS OUTLINE (1 hour)

1. You are the leader, but ask someone to be the scribe; who is responsible for sending out all meeting notes and communication to the team. (Sometimes we need both an external & internal scribe) – 5 min
2. Identify and describe the initiative – explore the scope with the group's input (what, where, how, how much) -- 20 min

THE WORKPLAN - 30 min

3. a) List resources required to do it (both people and information requirements) – 20 min
3. b) Decide who will do the different tasks – part of above - 10 min
3. c) Create timeline with names beside the tasks – part of above - 10 min
- 4.. Next Steps & Rules of Engagement – Meet when, how often and where (virtual or in person)?
Be sure that you agree to some next steps, so everyone is on the same page and motivated!!! - 5 min.

Next Steps:

Resources/Tasks Required	People	Timeline