

# TIPS FOR FACILITATING A MEETING TOPIC

## RELEVANT

### What are you going to talk about?

Just like a good story your topic should have an opening, a body, and a conclusion. Sometimes it helps to start at the end. What do you want your team to take away from your topic? What information do you need to share to get them there?

## CREATE YOUR HOOK

### Get their attention

Now that you know why they should be listening tell them about it! Use a question or a story to get their attention and tell them why they should be paying attention. Then just jump in! The clock is ticking and attention spans are short.

## STOP TO BREATHE

### Don't forget the point

If there are lists, bullet points, or sections of the article or topic, stop, and take time to discuss the sections. Remember you had a reason to present this information. Believe that it's important and let some discussion evolve.

## GET INTERACTIVE

### Lots of different learners

There are visual, auditory, kinesthetic, and reading/writing learners in the world. How can you deliver the topic in a way that engages them all? Will you ask questions and give away prizes for correct answers? Will you offer a worksheet? Will you show pictures that illustrate your points?

## PRACTICE

### Practice really does make perfect

On your drive, to your friends, in the mirror, or in a closet, it doesn't matter where you go, just PRACTICE! Show up prepared to show you respect and value everyone's time.

*Animals Amplified* 