

## Why

Facilitated meetings are more productive. Rotated facilitation is a great leadership development opportunity.

## What

Ask a different facilitator to attend each meeting. Make sure that there is a facilitator for each meeting.

## How

Make a schedule of who will facilitate what meeting.

## When

Always.

## Skills and necessary training

Make sure that people know the core elements of facilitation and some key techniques of facilitation. Ask a few people to complete training and to pass on the skills learnt to others or look at other tool cards about meetings.

## Critical success factors

Support the facilitator in their role; don't take over or let anyone else take over.  
Make sure that the role is taken seriously.