



TEAM FACILITATION PLAN TEMPLATE

Goal Description	Priority (High/Medium/Low)	Timeline	Responsible Person(s)	Meeting Date	Agenda Item	Duration	Facilitation Technique	Purpose	Application



Usage Instructions

- 1. Goal Description:** Specify the team's objective in detail, ensuring it is clear and measurable.
- 2. Priority:** Indicate the level of urgency for each goal (High, Medium, Low).
- 3. Timeline:** Define the deadline or expected completion date for each goal.
- 4. Responsible Person(s):** Assign the team members who will be accountable for achieving each goal.
- 5. Meeting Date:** Enter the scheduled date for the team meeting.
- 6. Agenda Item:** List the key topics or issues that will be discussed during the meeting.
- 7. Duration:** Allocate the time expected to be spent on each agenda item.
- 8. Facilitation Technique:** Choose the method that will be used to guide the meeting (e.g., brainstorming, round-robin discussion).
- 9. Purpose:** Explain why this facilitation technique is being used and how it will benefit the meeting.
- 10. Application:** Provide a brief overview of how the technique will be implemented during the meeting.