



## ACTIVITY: FACILITATOR ASSIGNMENTS

Look at the following business interactions. Circle or highlight those which you consider to be appropriate for a facilitator:

*A coaching session*

*A communications/liaison meeting*

*A conflict amongst two employees*

*A focus group to gather input on a new program or product*

*A meeting to negotiate team roles and responsibilities*

*A meeting to share feedback and improve performance*

*A meeting where the facilitators opinion is sought*

*A performance review*

*A priority-setting meeting*

*A problem-solving meeting*

*A program review / evaluation process*

*A session to clarify objectives and create detailed results indicators*

*A strategic planning session*

*A team building session*

*A training workshop*

# CHECK YOUR ANSWERS

Check your work from the previous activity. The answers are marked below in bold. These interactions are typical facilitator assignments.

A coaching session

**A priority-setting meeting**

A team building session

A performance review

**A problem-solving meeting**

A meeting to share feedback and improve performance

**A session to clarify objectives and create detailed results indicators**

A conflict amongst two employees

**A program review / evaluation process**

A communications / liaison meeting

**A focus group to gather input on a new program or product**

A strategic planning session

A meeting where the facilitator's opinion is sought

**A meeting to negotiate team roles and responsibilities**