

# Board Facilitation for Activation

*Developing a strategic agenda for, facilitating, and then analyzing the results of a board activation session that crystalizes, reinvigorates, and activates your organization's board*

## Phase 1 - Pre-Meeting

Step 1 of 5	How	Why
Kick-off Scoping	<p>We will work with the lead contact over a call to:</p> <ul style="list-style-type: none"> <li>• understand and refine key outcomes for the client and participants</li> <li>• recognize session constraints such as who will be present and who won't, time, duration, and sensitivity of discussion topics</li> <li>• develop goals for the session</li> </ul> <p>Then, refine the session agenda to reflect conclusions of scoping call</p>	<p>This call will provide the foundation for the rest of session planning. Certain aspects may change as a result of further feedback, but this is where we will start</p>
Step 2 of 5	How	Why
Internal Groundtruthing	<p>We will schedule calls with all session participants to:</p> <ul style="list-style-type: none"> <li>• communicate what the client wants to accomplish through the session</li> <li>• ask what they want to accomplish through the session</li> <li>• prepare them as to what they can expect in terms of format and tone of the session</li> </ul>	<p>Speaking with participants in advance of the session provides insights for use in creating an even more productive and efficient agenda, and also builds trust and buy-in between our team and the participants</p>
Step 3 of 5	How	Why
Final Refinement Call with Client	<p>We will conduct one more refinement call with the lead contact to:</p> <ul style="list-style-type: none"> <li>• Integrate intelligence from board member calls by determining, for example: <ul style="list-style-type: none"> <li>○ landmines to avoid</li> <li>○ key points that need to be covered/mentioned</li> <li>○ roles and responsibilities of participants, staff, and facilitators</li> <li>○ structure of activities including group size (a whole discussion or</li> </ul> </li> </ul>	<p>Our calls with participants invariably produce new insights and this is how we will work with our point of contact to incorporate those insights into the design of the session</p>



	<p>subgroups, how they're formed, etc.)</p> <ul style="list-style-type: none"> <li>• Refine agenda and determine pertinent information that needs to be shared with attendees</li> </ul>	
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Step 4 of 5	How	Why
Materials Check-in	<p>We will check-in with the client to determine what materials are needed and who will provide them. Materials may include:</p> <ul style="list-style-type: none"> <li>• agendas</li> <li>• worksheets</li> <li>• existing literature (board rules, timelines, other information needed to enhance the discussion and outcome)</li> <li>• Guides</li> <li>• Binders</li> <li>• Surveys</li> <li>• retreat assessments</li> <li>• sticky pads</li> <li>• flip charts</li> <li>• pens, Markers, etc.</li> <li>• specialized materials for specific activities</li> </ul> <p>We will also ensure participants have advanced access to a Strategy Hub (an online portal or provided document collection)</p>	<p>Thoroughly planning all components of the session will ensure that everything goes as planned and allow us to focus on a productive discussion</p>

Step 5 of 5	How	Why
Logistics Check-in	<p>We will check-in to ensure the client has procured:</p> <ul style="list-style-type: none"> <li>• a venue and a confirmed room layout</li> <li>• any addition speakers</li> <li>• necessary audio and visual services</li> <li>• refreshments and meals, as appropriate</li> <li>• collateral logistical assets such as badges, tent cards, etc.</li> </ul>	<p>Thoroughly planning all components of the session will ensure that everything goes as planned and allow us to focus on a productive discussion</p>



## Phase 2 - Meeting Facilitation

Step 1 of 3	How	Why
Arrive for Set-up	The Stratiscope facilitator will arrive 30-minutes before the session to ensure logistics and set-up are as requested and greet participants individually to establish early, in person rapport	To ensure everything is in place and to start the day on a strong note
Step 2 of 3	How	Why
Conduct the Session	<p>At the designated start time, the facilitator will begin the session and execute the agenda. The facilitator will:</p> <ul style="list-style-type: none"> <li>● facilitate the session and act as host and guide for the participants</li> <li>● provide ground rules for discussion and engagement</li> <li>● oversee and direct note taking and whiteboard scribing during the session</li> <li>● support materials coordination</li> <li>● manage time to stay on task while making adjustments as necessary so as not to impede valuable discussion</li> <li>● activate and engage attendees so no individual dominates the conversation, everyone feels heard, and all ideas are captured before conclusions are drawn</li> <li>● offer periodic status checks, key learnings, and breaks at regular and appropriate intervals</li> </ul>	Stratiscope's expert facilitators know how to make the most out of your session
Step 3 of 3	How	Why
Close the Session	Before departure, the facilitator will have participants complete assessments on the goals established pre-session and will wrap with closing remarks and a review of future commitments	The feedback captured will be of use in phase 3 and it is also important to communicate the need for continued activation from board members. This session is a means, not an end, and it is critical that that is made explicit





## Phase 3 - Post-Meeting

Step 1 of 2	How	Why
Analyzing Results	The Stratiscope team will review and analyze captured results within two working days	The session will produce a lot of raw data that needs to be analyzed and reconciled into coherent results

Step 2 of 2	How	Why
Debrief Call with Client	We will host a debrief call with the client to review outcomes, assessments, and synthesize results	This session is means, not an end, and we want to ensure that the client has what they need to continue on their way toward their desired end

**Result:** A crystalized, reinvigorated, and activated board as well as analyzed session results for use in guiding continued board activation and organizational productivity