

Facilitator Checklist		
Before the County Council Program Planning Discussion		
	Study PowerPoint presentation and county information packets from each county where you will facilitate	Information on POW website: http://extension.missouri.edu/planofwork <ul style="list-style-type: none"> ▪ Cover letter ▪ “Developing County Extension Programs”.pub ▪ County Needs Assessment.pdf ▪ Regional Needs Assessment.pdf ▪ Stakeholder Assessments and State Program Areas.pdf Also: Annual report and County Program List for 2005 “Developing County Program Plans”.ppt
For the County Program Planning Meeting		
	Check with the CPD to see that room is set up to accommodate small group discussion	Instructions for CPD’s on POW website
	Contact the CPD to be sure necessary supplies are on hand for the council discussion.	Instructions for CPD’s on POW website
	Prepare small group flipcharts with questions to be asked during the evening.	
	Post the ground rules for the evening	See attached
	Ask someone to serve as timer at the county council program planning discussion to help you stay on track	
	Make sure there is a staff or council facilitator for each small group to pose question and record responses.	
	Ask questions.	Nancy Flood (573)884-7284 Sandy Stegall (573)882-4134 Mark Stewart (573)642-0755 Tony DeLong (417)272-8707

Facilitator: Please make a flip chart sheet of the ground rules and post on the wall before the council program planning discussion.

Ground rules

- ◆ Follow the described process
- ◆ Allow each person an opportunity to speak
- ◆ Consider everyone's ideas as important
- ◆ Extension faculty may facilitate and record, but not offer opinion.