



Rate Your Meeting Skills and Tools

Use this tools assessment to see how well you score in 10 categories of meeting facilitators tools.

JOURNEY

TOOLS

SKILLS

IMPACT

GROWTH

REFLECTION



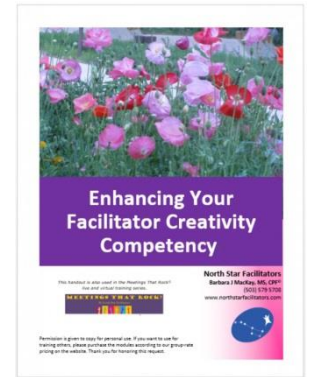
**NORTH STAR
FACILITATORS**

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Your Top 10

A Tools Assessment for Meeting Facilitators

Below we have created 10 categories of tools for meeting facilitators. Check the ones you know well and add relevant ones we have not included to "Other". Tally your score for each category and for all categories. Click any of the 10 category links below to access our full library of PDF Facilitator Tools Modules for purchase.



1. [Getting People to Talk](#)

- Focused Conversation (ICA*)
- Deliberative Dialogue
- Ladder of Inference (C. Argyris)
- Round Robin or Structured Round
- Six Thinking Hats (de Bono)
- 5 Ordered Steps of Problem Solving
- Constructivist Listening (J. Weisglass)
- Other

Total Checked:

2. [Resolving Conflict](#)

- Non Violent Communication (M. Rosenberg)
- Coaching Tool for Crucial Conversations (Patterson, Grenny, McMillan & Switzler)
- Historical Scan/Journey Wall (ICA)
- Contradictions Workshop (ICA)
- The 5 Why's Pairs Exercise
- Reconciling Differences (F. Trompenar; Hampden-Turner)
- Mediation Techniques
- Plus/Minus/Interesting (PMI) (de Bono)
- Other

Total Checked:

3. [Building Teams](#)

- Herrmann Brain Dominance Diversity Game (N. Herrmann)
- Team Responsibility Matrix
- Trust survey (C. Feltman)
- Get to Know You BINGO
- Team Charter
- Team Mission Statement
- Team Dysfunction Assessment (P. Lencioni)
- Team Energizers
- Other

Total Checked:

4. [Planning, Starting and Ending Meetings](#)

- Five Elements of Facilitation Design Principles (MacKay, Chu, Shankland)
- Historical Scan/Journey Wall (ICA/ToP)
- The Wave Trend Analysis
- Environmental Scan
- Retrospective Review
- Flow Chart/Diagram
- Metamorphic Sculpture Exercise (B. MacKay)
- Story, Song Symbol Workshop (ICA/ToP) – Three S's for Peak Team Performance
- Action Planning Chart
- Other

Total Checked:

5. Achieving Consensus

- Gradients of Agreement Scale (S. Kaner)
- ToP Consensus Workshop Method (ICA/ToP)
- Five Finger Method
- Affinity Grouping Method
- Delineation (M. Wilkinson)
- Other

Total Checked:

6. Brainstorming & Creativity

- Brainstorming
- ToP Consensus Workshop Method (ICA/ToP)
- Lateral Thinking Technique (de Bono)
- Stick 'em Up (posting ideas on the wall) Brainstorming
- Reframing Problems into Opportunities
- Divergent and Convergent Thinking
- Mind Mapping (T. Buzan)
- Graphic Facilitation and Flipcharting Techniques
- Other

Total Checked:

7. Strategic Planning

- Historical Scan/Journey Wall (ICA/ToP)
- The Wave Trend Analysis
- SWOT Analysis
- Guided Visualization
- Mission Statement Creation
- Setting Strategic Directions
- S.M.A.R.T. Objective Setting
- Other

Total Checked:

8. Implementing Change

- Organizational Development Journey Map (ICA)
- Herrmann Brain Dominance Team Assessment (N. Herrmann)
- Wilder Nonprofit Life Stage Assessment (J. Sharken Simon)
- Drucker Foundation Self- Assessment Tool (P.F. Drucker)
- Team Dysfunction Assessment (P. Lencioni)
- Four Phases of Organizational Change
- Other

Total Checked:

9. Decision-Making

- Dot or Multi-Voting
- Decision Grid Matrix/Criteria Diagram
- Consensus Decision Making (S. Kaner)
- Harvard Business Review of Decision-Making
- Decision Tree
- Priority setting – can use dot multi voting or decision matrix for this
- Other

Total Checked:

10. Understanding Cultural Differences

- Cultural Competency Assessment Tools
- Communication Styles Inventories
- Setting Group Norms/Rules/Guidelines
- Hall-Tonna Values Inventory Exercise
- Guiding Principles Creation
- Cognitive (Values) Mapping (Ackermann, Eden and Brown)
- Constructivist Listening (J. Weisglass)
- Other

Total Checked:



BARBARA MACKAY

Barbara MacKay, MS, CPF®, CTF principal of North Star Facilitators, specializes in strategic planning, facilitation processes, training, and consulting.

Barbara is currently mentoring facilitators from all over the world and cares deeply about passing on the skills to others so the world becomes a just, peaceful and creative place.

Barbara's strong interpersonal communication skills and experience allow her to work skillfully with a wide variety of participant perspectives. Barbara specializes in helping groups participate, problem-solve, plan and make progress in challenging and complex situations. She has an energetic, respectful style and clear delivery. Barbara has worked with 100's of clients from all sectors with her own company since 1995. She provided social, economic and environmental consulting and facilitation services with many cultures throughout Canada from 1981 to 1995.

Barbara is a: Certified facilitator and USA trainer with the International Institute of Cultural Affairs (ICA and Canada); Certified Professional Facilitator (CPF) and assessor of other facilitators world-wide with the International Association of Facilitators (IAF); Professional Development Strategic Initiative Coordinator for the IAF for four years; has been an Adjunct professor with University of Oregon (Eugene) (teaching the only required facilitation skills (4 credits) class of all Oregon universities at graduate level in Conflict and Dispute Resolution Studies); an adjunct professor teaching facilitation skills at Portland State University (Not for Profit Management Institute); certified OneSmartWorld™ trainer; trained in Disaster Crisis Intervention for facilitators; certified accelerated learning trainer; trained extensively in: Constructivist Listening and Cross Cultural Communication and Alliance Building; visioning processes; Mind Mapping™; Behavior styles model "Why Are You Like That?™"; and Herrmann Brain Dominance Instrument (HBDI). She is also trained and teaches about Learning Organizations; Organizational Journey (ICA); conciliation; "shifting from positions to interests"; conflict resolution; negotiation skills; anger management; risk communication; training for trainers; and curriculum development.



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