

FACILITATION WORKSHEET

In a PERFECT WORLD...

- Write a brief description of your dreams of a perfect world! Think of your individual ideas, needs, and concerns as well as addressing those for the group.
- For example, each unit in our organization would have _____.
- Our organization would _____.

What is our PROFILE?

INDIVIDUAL AND COLLECTIVE

- Do we have a plan?
- Do we have a shared ethical code? Is it:
 - On paper, in bronze, etc.?
 - Our shared practice?
 - A reality?
- As a consortium of people, let us ask:
 - Who are we?
 - What links us together?
 - How are we similar and how are we unique?
 - How do we relate to:
 - Each other?
 - Out constituents?
 - Our colleagues?
 - Our supervisors?
 - Our discipline/ profession?
- What are our individual and collective strengths and talents?
- What are our advantages?
- What areas require improvement?
- As a group, are we working together to design an agenda and build support?
- As individuals, are we contributing to the best of our abilities?
- Are we surrounding ourselves with mentors who can foster continuing growth?
- What are the next steps?
- What do we need to move forward?

QUALITATIVE MEASURES

- What specialized goals and incentives are in place to foster quality?
- What do we mean by quality and excellence?
- Goals for Excellence
 - What are they?
 - How do we measure and evaluate them?
 - When do we know we have reached these goals?
 - What's next?
- Incentives to Foster Quality
 - What are they?
 - How do we measure and evaluate them?
 - When do we know these incentives are fostering quality?

- Continuing Development
 - How do we foster growth?
 - For the individual members of our organization?
 - For each team?
 - For the whole of our organization?
- Health and Cooperation
 - How do we define and measure health and cooperation?
 - Are we healthy?
 - Do we support each other?
 - How would you rate our collaboration?
 - What are some steps we could take to improve our health and cooperation?
- Professionalism
 - Do we treat each other with respect?
 - Do we represent our organization respectfully?
 - How could we strengthen our professionalism?
 - How do we do business as individuals and as members of the collective team?
- On a scale of 1 to 10 (with 10 as superlative) rate and give your recommendations for the following:
 - Goals for excellence
 - Incentives to foster quality
 - Health and cooperation
 - Professionalism
- What areas merit our attention?
- Do we honor the work, the workers, and the organization?

POSITIONING OURSELVES FOR THE FUTURE

- What are our day-to-day / short / and long-term goals?
- Do we regularly review and evaluate our work, and re-frame our goals?
- Does assessment impact planning, actions and interactions?
- Who do we want to be, and how will we get there?
- What do we need to observe along the way?
- How do we anticipate and track trends?
- How do we know we are doing the right thing?

STRUCTURE AND RESOURCES

- What organizational structures are in place?
- Are we effective for our choices in centralization / decentralization?
- Are there adjustments we could make or recommend?
- Are we using our resources effectively?
- Have we created provisions for change?
- Do we embrace chaos and change as opportunities for growth?
- Are there other effective models we could review?
- What adjustments do we need to make?

DEFINITIONS

- What shared definitions are in place?
- Are there terms or ideas calling for our consideration?

NEEDS AND WANTS

- Do we honor our history, missions, goals and values, and embrace innovation?
- How do we balance past practices with:

- Current needs and trends?
- Our vision for the future?
- Our potential?
- Do we have a plan to foster and co-ordinate _____ ?
- If we increase the presence of _____, _____ could _____.
- Advocacy and representatives to _____ could enhance _____.
- Our collaboration could be strengthened with _____.
- Quality could be greatly improved with _____.
- We need _____.
- We want _____.

POSITION/ TITLES

- Do positions, titles and position descriptions adequately reflect who we are the work we do?
- Do we have adequate support staff?
- Are we clear and effective in our supervision?
- Could we evolve to a more workable framework?
- Are there models we should review?
- We should focus on _____.
- If we coordinate our ideas and resources, we could _____.

THE DREAM AND THE REALITY

- What are the Dream and the Reality?
- How do we identify and balance the Dream and the Reality . . .
 - For today?
 - For tomorrow?

OTHER?