

## Objectives:

- Accept leaders to a group quickly
- Improve communication with your leaders
- Share vision and direction
- Lay foundation for leadership



by understanding your leaders & getting them understand the team through a Johari's Window exercise.

## Process:

1. Leader's greeting
2. Ice breaking - What do you know about the leader?
3. Core Question – What do you want to know about him/her?  
What do you want him/her know about you?  
2 & 3 are done without the leader's presence.
4. The facilitator explains the questions to the leader without the team members.
5. The leader responds to the questions.
6. The team members are encouraged to ask questions to the leaders even during his/her discussion.
7. A drinking party.



# Facilitation – Where & How

## Where to use

- Vision/Mission Creation
- Strategy/Business Planning
- Process Re-engineering
- Team Building
- Sales effectiveness
- Product Development/Technical Development
- Root Cause Analysis
- Risk Assessment/Management
- Appraisal, etc.

## How it works

- Idea Generation
- Prioritization/Consensus Building
- Execution
- Training, etc.



There is a lot more !

# Facilitation – Tool Box

	How it works	Idea Generation	Prioritization/Consensus Building	Execution, Training, Others
1	<b>Vision/Mission Creation</b>	Timemachine (Rear View Miller) More vs Less Key word method Check List Mind Mapping	Vote Weighted Vote Pay-off Matrix Double Pay-off Matrix Means to End Tree	
2	<b>Strategy/Business Planning (Given the vision/mission)</b>	SWOT Analysis What & How Matrix Force Field Diagram Stakeholder Analysis Process Mapping Bottleneck Analysis	Vote Weighted Vote Pay-off Matrix Double Pay-off Matrix Parato Analysis Means to End Tree Decision Tree	Phase Management Table Score Card Dashboard
3	<b>Process Re-engineering</b>	Process Mapping Bottleneck Analysis Production Management Chart System Dynamics	Vote Weighted Vote Pay-off Matrix Double Pay-off Matrix Parato Analysis Means to End Tree Decision Tree	Phase Management Table Score Card Dashboard
4	<b>Team Building</b>			Leaders Integration Others Introduction Johari's Window Exercise Laboratory Training (T Session) Various Icebreaking games
5	<b>Sales Effectiveness</b>			Johari's Window Exercise
6	<b>Product Development Technical Development</b>	Needs Mapping Quality Function Deployment Element (technology) Analysis Fishborn Diagram	Vote Weighted Vote Pay-off Matrix Double Pay-off Matrix Parato Analysis Decision Tree	Phase Management Table
7	<b>Root Cause Analysis</b>	Process Mapping Fishborn Diagram Production Management Chart Histogram	Parato Analysis Bottleneck Analysis	
8	<b>Risk Analysis/Management</b>	Risk Assessment Table Pay-off Matrix	Vote Weighted Vote Pay-off Matrix Double Pay-off Matrix Parato Analysis	Score Card Dashboard
9	<b>Appraisal</b>			Forced Ranking Pair Comparison
10	<b>Organization Change</b>			

**Common Tools:**

Brainstorming  
KJ method

*Under Construction*

