

## Facilitation Skills – Steps for Planning and Holding Meetings with Results

### Managing Materials at Your Meeting: Tricks of the Trade

#### Tips for packaging sets of materials for individual tables

- Plastic food storage bags: great because they are low cost and you are able to see contents. Put an inventory label on the bag to indicate what items are in the bag.
- Basket: use a variety or choose all the same style of basket. This gives a nice presentation and is easy for everyone at the table to pick out what they need during the meeting.
- Small gift bags with handle: use a variety of colors or all the same; they are low cost and easy to transport.
- Shoe boxes: use ones you have or ask a shoe store to donate them; decorate them with a theme; or buy see-through shoeboxes.
- Any creative idea you have on maintaining your materials when dealing with groups.

#### Easy ways to take supplies and equipment from one place to another

- Plastic garbage cans with wheels: are easily used to transport all of your materials and supplies.
- Luggage cart or dolly: works well for boxes and heavy items. Easy to fold up and travel with.
- Cartons used to ship 8 ½ x 11-inch paper: are sturdy with a lift-off lid and are easy to stack and pack because of uniform size.
- Plastic trunks or large bins: hold materials, stack easily and keep things dry if having an outdoor meeting or program.
- Cafeteria or kitchen trays: have a nice deep edge that makes it easy to carry supplies around or show items to pass along.
- Fish tackle box, lightweight toolbox or plastic tote: are great to organize facilitation supplies that you need at your fingertips!
- Clothespins help hold things together.
- Pre-count and pre-sort all materials prior to the meeting to determine if you need to replenish supplies or do an inventory after a meeting so you are ready to go the next time.
- LABEL EVERYTHING!

#### Suggested items for a ready-to-go supply kit

- Post-it notes (all different sizes and colors)
- Pens and pencils

- Markers of different sizes and colors
- Vis-à-vis markers and blank transparencies
- Masking tape, duct tape, cellophane tape
- Scissors
- Paper clips and clamps
- Rubber bands
- Thumb tacks
- Colored dots
- Extension cord and three prong adapter
- Calculator
- Any items that are needed specifically for your meeting

Adapted with permission from *Soil and Water Conservation District Outreach: A Handbook for Program Development, Implementation and Evaluation*. Ohio Department of Natural Resources, Division of Soil and Water Conservation, 2003.