Planning for Multiple Scenarios



As a facilitator you painstakingly plan each element of a session to offer the best experience and results for your client. Even so, when things take an unexpected turn, you also need to be agile and flexible enough to see the turn, keep your cool, and take corrective actions. Planning multiple scenarios in advance will help you to adapt on the fly, even if none of those specific scenarios is the one that unfolds in real life.

For example: Your planned activity: Post-it note brainstorm & clustering of similar ideas around themes Worst-case scenario The most likely result Less likely, but Pretty unlikely, but (Plan A): Ideas are result (Plan D): possible result (Plan still possible result posted and themes Total mutiny; B): We run short (Plan C): No clear start to emerge of time participants refuse to themes emerge consider ideas other than their own If this happens, I If this happens, I will: Ask the group If this happens, I will: Do the to cluster by theme If this happens, I will: Discuss with clustering more will: Switch gears to the group what quickly myself with address criteria for the apparent lack group validation a good idea of consensus might mean

Quick Tips

- Use an "if...then I'll try..." approach to prepare you to troubleshoot on the fly.
- Hold your script loosely; be prepared, but not so prepared that you are rigid with your plan.
- Identify which parts of the plan are critical and which parts can be surrendered, based on the needs and tone of the group.

To learn more about how to keep your cool when things take an unexpected turn, register for *Off* the *Rails But Still on Track* — an online facilitation skills course offered by Sage Solutions. Register at sage-solutions.org/training/e-courses/ and use the discount code IAP220 to receive 20% off the regular price of \$299 (USD).

Planning for Multiple Scenarios Template

