



Facilitation Briefs & Reflection Prompts

Spark Dialogue. Strengthen Insight. Make Smarter Moves.

EXPLAINER GUIDE

Contents

1. What It Is
2. What It Helps You Do
3. When to Use It
4. Example Scenarios
5. How to Use It
6. Who It's For
7. Optional Add-ons
8. Final Encouragement

1. What It Is

Facilitation Briefs and Reflection Prompts are high-impact conversation tools designed to unlock insight, deepen strategic thinking, and move teams from updates to action.

Built for retreats, team resets, and multi-stakeholder workshops, each brief offers structured setup guides and reflection prompts that elevate the quality of institutional dialogue. They help leaders and facilitators create space for clarity, direction, and meaningful next steps – even in tense or complex settings.

When done right, dialogue isn't just talk – it's a catalyst for alignment, creativity, and forward momentum.

2. What It Helps You Do

- Set up structured, purpose-driven team sessions
- Spark deeper reflection and sharper group insight
- Ask the right questions at the right moment
- Encourage candour, creativity, and shared ownership
- Shift from passive engagement to active problem-solving

3. When To Use It

Use Facilitation Briefs and Prompts to unlock thinking and surface insight:

- During retreats, onboarding, mid-year reviews, or board sessions
- To prepare for strategic planning, reform design, or delivery sprints
- When leadership needs a pulse-check or honest team input
- When alignment feels off or morale needs a lift
- Any time a meaningful conversation is needed to drive clarity and action

4. Example Scenarios

Facilitation Briefs and Prompts are especially helpful in situations where clarity, alignment, or strategic reflection is needed:

- A Ministry is preparing for a strategy retreat and wants to engage staff in shaping priorities.

- A project team is stalled due to conflicting views and needs a fresh conversation to unblock progress.
- A Board or Advisory Committee is reviewing mid-year results and needs to reconnect around outcomes.
- A new leader has joined and wants to understand team dynamics and surface honest insights.
- A multi-agency working group is seeking better coordination and shared understanding.

5. How To Use It

Each brief includes setup tips, framing suggestions, and reflection prompts. Use individually to guide one-off sessions, or combine with other toolkit tools to shape more structured engagements.

Ideal for:

- Internal planning leads
- External facilitators
- Leadership teams seeking shared insight

These tools are not one-off activities. They are part of a broader strategy suite that helps institutions shift from routine conversation to focused execution. Used consistently, they help turn dialogue into a lever for breakthrough thinking, stronger alignment, and smarter moves.

6. Who It's For

These briefs are ideal for:

- Senior leaders and executive teams
- Public sector managers and reform coordinators
- Strategy leads and internal facilitators
- External facilitators or consultants supporting retreats and planning sessions
- Boards, oversight bodies, or advisory groups

Whether you're leading from the centre or supporting from the side, this tool helps you guide teams toward sharper thinking and stronger delivery.

7. Optional Add-Ons

You can use these prompts on their own or combine with:

- The Planning & Delivery Accelerator to turn dialogue into sequenced execution
- The Strategic Reset Checklist to clarify direction and map next steps
- Facilitated Retreats or Workshops tailored to your context
- Ongoing Advisory Support for reform teams or delivery units

8. Final Encouragement

Good facilitation isn't about filling the agenda; it's about shaping the conversation that moves the work forward. Let these prompts guide your next session and help your team think, align, and act with purpose.
