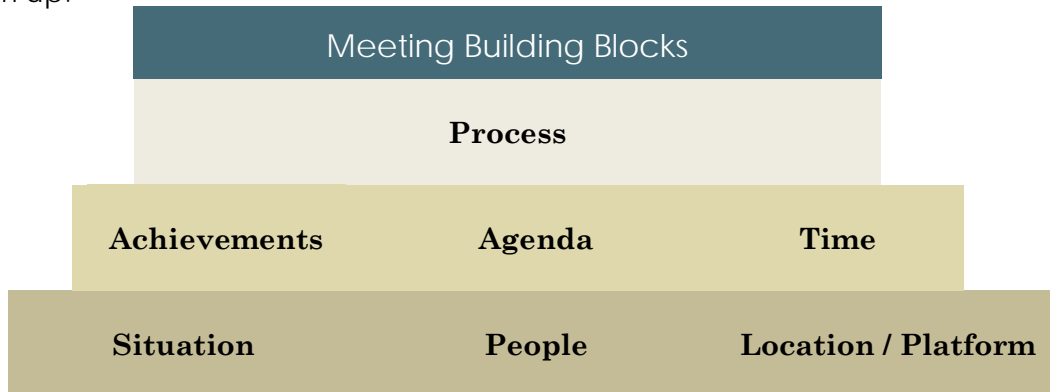


Worksheet: SURE-Fire Building Blocks

You can use the next worksheet to craft a complete, thoughtful, meeting design. The parts of the design build on each other in layers, as depicted below. Work from the bottom up.



Situation	
People	
Location	
Time	
Agenda	Achievements [What the group will have done before parting ways.]
Process [Techniques and facilitation strategies that will best help to achieve what you've named above.]	