

Class Name: Group Facilitation & Meeting Management

Instructor(s): Steven Harowitz

**Readings:**

Reading assignments (title, author, pages)	Date	For students (required or recommended)	For professionals (required, recommended, or exempt)
Campfire Philosophy	Class 1	Recommended	Recommended
Facilitator's Guide to Participatory Decision Making Foreword	Class 1	Required	Required
Levels of Involvement in Decision Making	Class 4	Required	Required
Facilitation tools for managing and encouraging dialogue	Class 4	Recommended	Recommended
The Definitive Guide to Facilitating Remote Workshops	n/a	Recommended	Recommended
Example of Client Agenda	n/a	Recommended	Recommended

**Tests, Assignments, and Other Evaluative Measures:**

*Everything listed as contributing to the student's grade should be included here.*

*Please include ongoing measures like class participation as well as optional extra credit.*

Assignments	Due Date	For students (required or recommended)	For professionals (required, recommended, or exempt)
Class participation	On-going	Required	Required
Facilitation design	June 18th	Required	Required
Facilitation Philosophy	June 18th	Required	Recommended