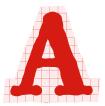
ADDIE Method

A **facilitator** plans, guides, & manages a group event to ensure objectives are met effectively. Facilitation starts long before you step into the room. The **ADDIE method** is an approach that you can use to plan your session.



Analyze - Understand your audience

<u>Ask</u>: Who will be in the room? Why are they attending? What matters most to them? What challenges may arise?



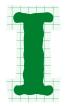
Design - Create an engaging, interactive plan

1) <u>Define the objective</u>. \rightarrow 2) Define the conversations to achieve the <u>objective</u>. \rightarrow 3) Craft the activities to create the <u>conversations</u>.



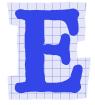
Develop - Build materials, prompts, activities

Create a **Facilitation Kit**: Slides, Handouts, Tech, & Room Layout. Leverage interactive tech for engagement. And always rehearse.



Implement - Confidently deliver, adapt in real-time

Use Executive Presence to command attention. Prepare to modify the plan as needed to maintain participation & handle surprises.



Evaluate - Gather feedback & refine the approach

Use metrics like the Kirkpatrick Model to gather feedback. <u>Levels:</u> 1. **Attendance**, 2. **Learning**, 3. **Behavior**, 4. **Results**

