

**SUMMARY**

<b>Structure and Process</b>	<b>Interactions and Participation</b>	<b>Tools Use in Video</b>
<p>Managing Climate            Staying Neutral            Focusing on Process, Not Content            Recording for Team            Charting            Keeping Track            Testing Assumptions            Identifying Interests            Using Interests as Decision Criteria            Summarizing Progress on Process            Designating Decision Point(s)            Explaining Consensus Gradients            Using Consensus Language</p>	<p>Listening with Intent            Asking Purposeful Questions            Acknowledging            Affirming            Paraphrasing            Reframing            Synthesizing Discussions            Summarizing Discussions</p>	<p>Agenda-Personalized &amp; Visible to All            Discussion Guidelines            Future Conversations            Name Tents with Name and Role            Jargon Poster            Interests-Based Problem Solving            Consensus Gradients            Consensus Language            Commitment form            Meeting Evaluation form            Facilitator Post-Meeting Debrief form            Independent Facilitation flyer            Facilitation Tips            Facilitator Intervention Toolkit</p>

**Additional Camera Shots (stills):**

Facilitator sitting with team

Facilitator at chart with team in background

Facilitator at Agenda

Facilitator with Discussion Guidelines chart

Facilitator at Future Conversations chart

Facilitator with agenda with checked off items

Facilitator recording for the team

Facilitator at interests chart

Facilitator prepping at own office

Facilitator and Principal in principal's office

Facilitator and Parent