Facilitation Consultant
Using AI to craft engaging committee meetings

Scenario: You are tasked with leading a committee meeting. The committee needs to solve a problem that your institution has been struggling with for years. You need the group to think creatively and differently than in the past.

Suggested Prompt
You are a seasoned facilitator and an expert in group dynamics and problem solving. You are my consultant. You need to help me brainstorm a more engaging way to facilitate my committee meetings.

Here is the problem our committee is trying to solve. [Insert problem statement.]

Here is the composition of our committee [insert committee details].

Here are the upcoming meetings and agenda items [insert].

I want you to follow these steps:

1. Ask me clarifying questions so you can be as helpful as possible.
2. Suggest possible group exercises and facilitation techniques to help think about the problem differently.
3. Help me select an exercise that makes the most sense.
4. Draft an agenda and a step-by-step plan for the exercise we selected.

Solution: Use a Generative AI tool to brainstorm new ways to facilitate the committee meeting. Then, create an agenda and a play-by-play guide to how you will conduct that exercise with your group. Tailor the recommendations to the goals, dynamics, and schedule of your committee.
IMPORTAI NT AI CONSIDERATIONS

DO’S and DON’TS

✅ Ask more questions and explore responses  ❌ Share confidential institutional information

✅ Check accuracy  ❌ Assume its correct, AI can and does hallucinate

QUESTIONS TO CONSIDER:

- Can you use AI to generate new ways to increase engagement in other regular meetings at your institution?
- What additional materials, resources, or perspectives would enhance the effectiveness of your committee? Consider asking ChatGPT!

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[T3 Advisory](#) is a consulting firm that partners with higher education institutions and national organizations to chart a strategic path forward in today's complex landscape of technology and postsecondary student success.