

POP!

A FACILITATOR'S TOOL FOR PLANNING

“POP” STANDS FOR PURPOSE, OUTCOME, PROCESS.

POP can be used for creating agendas for facilitation, meetings, and gathering. We use this for focusing our actions to create results. Our time together is sacred. POP allows us to get clear in our shared outcome and grounded in our vision for the work.

EXAMPLE OF A "POP" TEMPLATE:

Title
Facilitators
Location

Date
Time

Purpose:

Outcome

-
-
-

Process

Time	Facilitator	Activity	Materials/Notes

POP BREAKDOWN:

PURPOSE - (WHY)

OUR WORK IS ON PURPOSE. THIS IS A GUIDING STAR TO COME BACK TO AT ANY POINT DURING THE TRAINING. WHY ARE WE DOING THIS?

OUTCOME - (WHAT)

WE ARE CREATING "WINNABLE" MOMENTS IN OUR WORLD. WHAT DO WE HOPE TO ACHIEVE?

PROCESS - (HOW)

THIS IS OUR ROADMAP. WHAT STEPS WILL WE TAKE TO ACHIEVE OUR OUTCOMES & FULFILL OUR PURPOSE.?

Adapted from Leslie Sholl Jaffe and Randy Alford