

Support Group Facilitator Planning Template

Task	Documents	Who	Timeframe
Draft a timeline		Facilitator/Group	Set a realistic date for departure and realistic timeframe to prepare
Identify the tasks involved in being a facilitator	Attach task list	Facilitator	
List the skills needed	Attach skills list	Facilitator	
Assess the existing team members potential against the tasks and skills required to be successful		Facilitator or with group	
Gain the agreement within the membership or within the group of members who have specific roles on who the successor should be		Group - Rather than choosing a successor a group member might volunteer. Make sure that they have the necessary skills.	
Develop the potential team members by giving them opportunities to take on tasks and/or attend training		Facilitator - Training e.g. through Carers Victoria	
Use succession as an opportunity to review whether the group's purpose is being met and reset any changes	Review Terms of Reference or Group's Purpose Statement	Group	
Review plans and objectives for the coming 12 months or through the transition	Plans and objectives	Group	