

Process design template

A beat-by-beat process design. Each beat has one clear objective and carries the group through a single step — from shared understanding to a decision. The facilitator holds the structure; the group brings the content.

SESSION / ORGANISATION —	DATE —
FACILITATOR(S) —	PARTICIPANTS / NUMBER —
TOTAL DURATION —	FORMAT Online (Zoom + Miro)

PROCESS GOAL

Capture the outcome in one sentence: what the group should walk away with. For example — the team splits the work among themselves, each person owning a clear function and deadline, with no manager assigning it.

BEAT	DURATION	BEAT GOAL	WHAT HAPPENS / WHAT IS DONE	TECHNICAL NOTES
CHECK-IN	5 min	Draw everyone into shared work and let the day's tension settle. Keep individual sharing brief so no one drifts off into their own head.	One quick question for everyone — e.g. “How ready do you feel to work together today?” Each person drops a number (1–5) in the chat.	Online (Zoom): cameras on, names showing. Have the question ready in advance on the “Miro” board, and keep the working agreements visible for the whole session.
Beat 1	— min			
Beat 2	— min			
Beat 3	— min			
CHECK-OUT	3 min	When time is short after an intense process but you still need to close it, give everyone space for a single, focused word. It lets the facilitator sense what landed with the group, where to pick up next time, what to watch for, and how the group's energy shifted from start to finish.	The facilitator asks “What are you leaving with?” and invites a one-word answer. Participants hand the word from one to the next, relay-style — fast, no explaining. It keeps the close short after an intense process and gives the facilitator a quick read on the group.	One at a time, no comments or discussion. The facilitator quietly notes the group's state — how the system responded — for the next session.