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Facilitator Training for Partners

Prepare four formats and gather personal evidence

Enter the first client session together

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The four formats

1 Executive Briefing and 2 4C Opportunity

6 Culture and Social Coding

11 Team Launch and Champions

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Day outcomes

Four facilitation plans

Format matrix with observed and pending areas

Plan for joint client facilitation

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VOP and its roles

KSE supports knowledge with evidence

TalkTo manages deployment, overmind.talk supports knowledge review

Voice conducts the conversation, Frontend shows the state

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Knowledge and three deployment approvals

Content approval and KSE adoption

Internal launch and fixed design version

Explicit publication of guest access

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Demonstration with a clear outcome

Checked question and evidence

Limit, correction and visible state

Explain an outage openly and use the fallback

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Format 1 with a client

Shared terms and an experienced voice

One or two candidate areas

Name, date and next action

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Format 2 and the four Cs

Collect concrete situations

Clarify Context, Code, Culture and Compliance

Compare impact and feasibility with reasons

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Limits before total score

Red lines and missing ownership

Evidence or open assumption

Clarification before a binding entry decision

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Format 6 and substantive conversation logic

Outcome and required inputs

Questions, corrections and exceptions

Shared rules with specialists and target users

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Listening test and iteration

Uninvolved target users test the draft

Observation before preference judgement

Justified revision and retest

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Format 11 with the team

One personal attempt per person in a suitable mode

Three real questions per person

Champions and visible feedback

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Commitment boundaries

Overmind approves prices

Overmind approves outcome commitments

Open questions receive an owner and date

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Source, project scope and outlook

Evidenced claim with source

Project-dependent development with prerequisites

Outlook without availability promise

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Your teachback

Facilitate for six minutes

Three minutes of observed feedback

Rotate triad roles

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Evidence-based feedback

Clear assignment and participation

Limits and uncertainty handling

Time, output and specific next practice

Record evidence in the matching format row

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The first joint client session

Format, goal and client date

Partner, Overmind and observation roles

Preparation, debrief and further support

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Next delivery and learning action

Distinguish plan, peer teachback and observed delivery

For S, evidence the core blocks, difficult case and handover

Record the agreed scope and confirmation or next observation for each format