

KatAnu R3 Facilitation Model

READY

Setting the Foundation

Where thoughtful preparation enables success

R RESULTS First!

- Define the purpose and desired outcomes
- Focus the team on the win
- Identify success criteria and key metrics



E ESTABLISH Roles & Responsibilities

- Clarify roles and responsibilities so everyone knows their part
- Define decision-making authority and process
- Ensure understanding of individual contributions



A AGENDA Alignment

- Build an agenda that aligns everyone and keeps energy high
- Prioritize items based on importance and time available
- Share agenda in advance for preparation



D DEFINE Expectations

- Set clear expectations and foster engagement
- Establish ground rules for participation and interaction
- Create psychological safety and fun environment



Y YOUR Setup

- Confirm your setup: tools, environment, timing
- Test technology and backup plans
- Ensure everything runs smoothly



REACH

Guiding the Process

Where preparation meets purposeful action

R REVIEW & Open

- Set the stage with a clear introduction
- Establish meeting norms and psychological safety
- Align everyone on purpose and outcomes



E EXPLORE

- Guide structured discussions for diverse input
- Ensure all voices contribute meaningfully
- Capture insights while maintaining momentum



A ASSESS

- Help analyze and prioritize information
- Evaluate options against success criteria
- Focus team on actionable solutions



C CONCLUDE

- Guide clear decision-making process
- Synthesize discussion into actionable next steps
- Ensure agreement on path forward



H HIGHLIGHT & Close

- Summarize key decisions and actions
- Confirm specific assignments and timelines
- Celebrate progress and acknowledge contributions



RAP

Learning and Improving

Where reflection drives future success

R RETROSPECT

- Review what worked and improvement areas
- Gather honest feedback and document key learnings



A ACCOUNTABILITY

- Create systems for mutual support and commitment
- Establish how and when people will report progress or check in



P PLANNED Next Steps

- Set up regular check-in rhythm and next meeting/event
- Document decisions and communicate outcomes as needed



**Better retros. Better planning.
Better decisions.**



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