

# Business Process Transformation Workshop Facilitation Template

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Use this document to work through the initial buy-in and planning phases of transformation with multiple stakeholder groups. When you put this document to use, make sure that you've "filled the room" with as many stakeholders as needed.

## Main Narrative

The workshop facilitator should work with the individual or team leading the transformation effort to briefly sum up the "narrative" of the transformation. Use this area to summarize that narrative and circulate it among all the stakeholders in the room. Use the columns below to record the discussion in an organized manner.


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