

## Leader Positioning

Purpose / Role	Example
Facilitator	You have coordinated the meeting, but have others that are guest speakers
Seating Suggestion	Rationale
Sit at the very back or side back of the room, coming forward to introduce the next guest.	Be a support role and do not distract from the focus of the meeting
Purpose / Role	Example
Observer	Others are running the meeting and your role is to see how others perform
Seating Suggestion	Rationale
Very back of the room	Do not draw attention; blend into the background giving the best opportunity to truly observe
Purpose / Role	Example
Speaker / Leader	You are the main speaker / leader
Seating Suggestion	Rationale
Right in the middle of the action. If doing a presentation be at the front of the room with the presentation; stand do not sit; if a table sit at the head of the table so you can see everyone	Keep your presence known and the focus on what you are doing/saying/presenting. Standing is more powerful then sitting if at the front of a room.
Purpose / Role	Example
Brainstorming	You are looking for ideas from everyone and want to draw out solutions
Seating Suggestion	Rationale
Either be at the front of the room as the writer of the ideas, or have someone else write the ideas and sit intermingled with the group	If the facilitator of the brainstorm, then be at the front of the room to direct. If someone else is the facilitating, blend so others feel comfortable contributing.

