



Facilitating Meetings and Workshops

A well facilitated meeting or workshop follows a pre-designed and structured process, keeps to time and achieves desired outcomes. Facilitated meetings and workshops are effective meetings and workshops.

How can Meeting and Workshop Facilitation help you?

Meetings and workshops can be thought of as processes, usually with plenty of room for improvement. When conducted well, they can encourage creativity and enthusiasm and provide a way for all involved to feel they are playing a key role in a team effort.

With an increasing emphasis on improving productivity, we should seriously consider any opportunity to improve the format of our business meetings. Skilled facilitation is the key to increasing the productivity of your meetings and workshops.

At Facilitators we specialise in innovative, high participation facilitation with an emphasis on clarity, accountability and action. As well as our ad hoc meeting and workshop design capability we also draw from a portfolio of generic workshop agendas compiled from actual experience. These tried and tested agendas can be tailored to suit specific circumstances.

We use a wide range of methodologies, tools and techniques including:

- Pinpoint
- Open Space
- Solution Focus
- Action Learning
- Neuro Linguistic Programming (NLP)

The following is a list of some of the more commonly requested facilitation events:

- New Project/Joint Venture Kick-off Meetings
- Team Building Workshops
- Strategy Development, Vision and Values Workshops with Senior Managers
- Lessons Learned Workshops – to be held at significant stages and on completion of a project

Meeting/Workshop Facilitator Responsibilities

Prior to meetings and workshops:

- clarifying the background, objectives and desired outcomes
- co-designing a process for the meeting using appropriate tools and techniques
- advising on venue, room layout and equipment requirements
- discussing and gaining approval for the facilitator's role and responsibilities
- putting together a detailed agenda with appropriate timings, breaks, etc.
- contacting other attendees to discuss their expectations of the meeting or workshop
- anticipating and avoiding typical pitfalls

At the meetings and workshops:

- creating and maintaining an environment that promotes sharing of information
- challenging and questioning people's assumptions
- encouraging people to think radically about new ways of working
- providing process suggestions, introducing decision making and other tools
- maintaining focus and adhering to the timetable and the ground rules
- ensuring that the output is captured in a useful format
- assisting in resolving conflict
- keeping track of accountability
- bringing experiences from outside the company
- maintaining enthusiasm and keeping it fun!
- not being responsible for the outcome of the meeting or workshop; the final responsibility lies with the attendees

What are the benefits?

Out-of-the-ordinary results arise from the everyday, so that opportunities and solutions become possible in every situation.

Meeting and Workshop Facilitation also offers:

- Large and Mixed Group Development
- Creative conference design and facilitation
- Cross company/cross discipline 'network' facilitation and support

How can I find out more?

To find out more about how we can help you with your requirements or to arrange a meeting, please contact us on:

Telephone: 01224 628260

E mail: moreinfo@facilitators.co.uk

Or visit our website at www.facilitators.co.uk.