

Meeting Facilitation Services

Have Our Experts Facilitate Your Most Important Meetings

What Makes Us Different

We acknowledge the value each individual brings to the process and we encourage active participation from everyone. We keep them focused on the task at hand and help them through the process by contributing suggestions and ideas based on our experience and skills.

Our success as meeting facilitators comes down to who we are as people and what skills and experience we bring to our client's meetings. Our curriculum, format, instructional design strategies, and training methodologies are all proven and effective. But it comes down to our people and how well they can apply the appropriate skill, discipline, coaching, etc. at the right time. This is what we do well.

Meeting Environment

Our expert meeting facilitators create supportive environments enabling the participants to work together on common issues. This is achieved by understanding the goals and objectives of the facilitated meeting, the potential obstacles and issues, and the profile of the participants.

Facilitation Methodology

We strongly recommend that the participants *own* the meeting to be facilitated; it's goals and objectives, it's process, timelines, metrics, and outcomes. Our strength lies in our ability to have participants recognize that they share a common interest in solving a problem, establishing a new process, or improving an existing situation.

Recommended Format

Typically a meeting we facilitate would begin with a brief (30 – 45 minute) skill or team building presentation. We can offer a variety of skills curriculum and exercises to help the meeting participants be more productive, such as; team building, problem solving, presenting, negotiating, strategic situational analysis, etc.

Time permitting, the participants, working as a group, identify the specific task at hand for the meeting. Then they establish their own objectives for the meeting(s), design a meeting procedure process, agree on how to monitor and measure their progress, and reach consensus on the protocols and behavioral rules.

Working with management prior to the meeting, we will also establish the purpose of the meeting, expected outcomes, etc. Then during the meeting, if the group misses some of these key factors, we can contribute them for consideration. Also, knowing management's priorities enables us to facilitate the group to stay focused and directed.

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