

Strategic Meeting Facilitation

It's impossible to take all meetings off your calendar. What is possible is learning how to plan for and lead great meetings that guide team members towards results.

"It was a terrible meeting." "What a waste of time!" "We got nothing done." These are common complaints we all hear and express. Ineffective, unorganized, leader-less meetings are more the norm than strategic gatherings that direct a group towards common, recognized goals.

Successful meetings must be facilitated: they don't happen without purposeful planning and active facilitation.

Strategic Meeting Facilitation details the 3 key roles of a tactical facilitator, the person who helps shape the outcomes of a "big" meeting or a routine one. It is based on research and years of experience we have had in training and coaching managers and leaders.

Workshop activities can include:

1. The 3 roles of a facilitator: he/she sets the context, manages the process, and guides the discussion,
2. Developing agendas and why logistics and preparation are essential,
3. Understanding decision making modes,
4. Attacking ideas, not people,
5. Developing open-ended questions and statements,
6. Acknowledging feedback and comments,
7. Using silence appropriately,
8. Active listening, and
9. Achieving closure.

Workshop size: 12–18.

Workshop length: ½-1 day, depending on client needs and customization.

Workshop skill level: appropriate for all employees, especially employees with direct reports and individual contributors in team leadership roles.



End results include:

- Clarity on when meetings are necessary—and when they are not,
- Meetings designed for results,
- Active participation by all meeting members,
- Elimination of meeting dread,
- Increased commitment of roles and responsibilities, and
- Increased group and individual productivity.

Participants receive comprehensive workbooks and 1 follow-up coaching session. Workshop sponsors receive guidance and coaching on implementation best practices and how to translate new behaviors and methods into daily norms.

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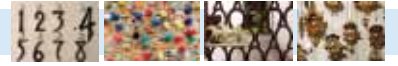
The logo for Bulling Towne Group, consisting of the lowercase letters 'bt' in a stylized, serif font.

THE BULLING TOWNE GROUP, LLC

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Before you run, you walk. Before you lead, you manage—well.



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Sample Outline for ½ Day Workshop

- Introduction: Agenda, Roles, & Expectations and How You Add Value, .5 hour
- Set the Context: Questions for the Leader and What Facilitation Means, 1 hour
- Manage the Process: Logistics Checklist, Outcomes, Agenda, Roles, & Rules, Decision Making Modes, and Handling Tricky Situations, 2 hours
- Guide the Discussion: How People are Thinking, Open-Ended Questions/Statements, Acknowledging Feedback, Pausing & Silence, Active Listening, and Getting to Closure, 2 hours
- Review of Tools, .5 hour
- Planning and Practice, 1.5 hours

About The Bulling Towne Group, LLC

Your organization's leaders struggle to do two things: run a business and manage employees.

Making smart business decisions takes more than concrete experience. It requires courage and competence in addressing individual strengths and ambitions. New managers swiftly learn it is far from straightforward to operate a function and manage people. Experienced managers are reminded of this fact with each "people problem" they tackle.

The Bulling Towne Group helps your leaders accomplish what appears to be clear cut and logical yet often leads to ambiguity and frustration: managing people.

As executive coaches, organizational development experts, and seasoned facilitators, we help leaders, managers, and teams decide what to do and how to do it. We take problems and challenges off the plates of managers.

Our work has been featured in *The Wall Street Journal*, *HR*, *Reuters*, *The Christian Science Monitor*, *Women's Health*, *Heart and Soul*, *SHRM.org*, *The Rotarian*, and *CareerSmart Advisor*.

We are based in the San Francisco Bay Area, and our global facilitation and coaching experience includes working throughout the US and Western Europe. Our clients include Fortune 1000 companies and well-funded Silicon Valley startups. Partners include Littler Mendelson, the nation's largest employment law firm.

About Leila Bulling Towne, Founder & CEO

Leila Bulling Towne is a seasoned strategist specializing in management and leadership sociology and communication.

As an executive coach, Leila helps busy leaders make strategic business and employee decisions with confidence and a forward-thinking approach.

She hosts her own weekly CBS Interactive video series. In each 3 minute video, Leila captures the essence of today's most pressing management concerns, teaching business leaders how to motivate their teams to profit and productivity.

Leila's radio commentary can be heard on CBS stations nationwide. She is a go-to webinar host for the Society for Human Resource Management.

In addition to workshops and coaching, Leila facilitates executive offsites and delivers conference presentations.

Leila graduated from the University of California at Berkeley with an AB in English and German. She received her MA in English from The Claremont Graduate School at The Claremont Colleges.



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