

◀ What is facilitation?

To facilitate something means to ease its progress or path. Any group event can benefit from effective facilitation.

Effective facilitation

- ◆ Takes care of the process, allowing you and your colleagues to concentrate on what is important to you, the content
- ◆ Creates a focussed agenda that encourages high levels of engagement in, and commitment to, the group activity
- ◆ Deals with communication blockages quickly and effectively, creating a highly productive use of the time
- ◆ Enhances group communication ensuring high quality, effective discussion
- ◆ Makes possible safe and honest discussion of difficult topics, allowing genuine resolution to be achieved
- ◆ Ensures that everyone stays up to speed with what is going on and explores points of disagreement, meaning that decisions made have a greater chance of sticking

◀ When might I want to engage you as a facilitator?

There are many situations where I can add value by enhancing group processes. For example:

- ◆ Team development days, designing specifically targeted and focused events
- ◆ Team building events, creating a solid foundation for the future
- ◆ Conflict resolution, ensuring genuine solutions
- ◆ Strategy development, managing process while you focus on content
- ◆ Away days, helping get the best from your investment of time and energy
- ◆ Meetings, better, faster, more effective

◀ What can I expect if I decide to use you as a facilitator?

I can work with you in a number of ways. If you already have a structure for your planned event, then you may want me to concentrate solely on facilitating the group process on the day.

Alternatively, you may be unsure how best to plan the time to get the outcome you want, or indeed who needs to be there. In that case I can help you design and structure the event as well as facilitate it. I can also provide a report on the experience, and recommendations about what to do next.

In general terms, the process is likely to involve some or all of the following events

- ◆ Creating a brief, establishing who needs to be part of the event, and agreeing a contract of work
- ◆ Interviewing or surveying key people
- ◆ Discussing key findings from the interviews with you
- ◆ Proposing and agreeing the structure for the event and desired outcomes
- ◆ Making sure people have the information they need before the event
- ◆ Preparing any materials necessary for the event
- ◆ Facilitating the event
- ◆ Providing a follow up report
- ◆ Meeting to discuss the event and the report

◀ What about if I need more than one facilitator?

If you are looking for a team of facilitator to support a larger event we can help. I have an extended facilitation service as part of my [Appreciating Change](#) business. Please visit the [website](#) for more details of our team, or give me a ring.

Get support for your event now. Call me on 020 8293 0017, or [email me](#) to find out more about what facilitation can do for you and your colleagues.