

## ENSURE SUCCESSFUL MEETINGS

# Meeting Retreat Design & Facilitation

**Vigilant will help you design and facilitate your meetings and retreats, increasing efficiency and effectiveness.**

### Why Use a Vigilant Facilitator

Meetings and retreats can be difficult to design and organize as well as to control when they are in progress. In recent years many organizations have restructured, giving greater responsibility to more employees. They are relying more heavily on the input of individual employees in a variety of decisions. In addition, employees are increasingly being asked to work as members of groups or teams. Having these teams work together effectively is critical to achieving high quality business results. Meeting design and facilitation is therefore a strategic advantage for coordinating the ideas and contributions of a diverse set of people.

### How it Works

Your Vigilant facilitator will work with you to design your meeting or retreat with the goal of delivering tangible business outcomes. They will ensure a productive team process; helping the group stay on task as well as be more creative, efficient, and productive. The facilitator involves the group and drives the flow of the meeting while also acting as a catalyst for discussion and reflection. The facilitator remains neutral to the discussion, taking a pragmatic view of all points raised, all while ensuring the group works as a constructive and cohesive unit.

### The Benefits of Facilitation Include:

- Meeting design is based on a combination of best-practices in general as well as your specific desired business outcomes. The facilitator will help you identify these goals as well as design a structure to achieve them.
- Groups usually produce better results than individual efforts; increased participation within the group increases productivity.
- Participants realize and respect that responsibility for implementing decisions lies with every one; higher quality decisions normally result.
- All are encouraged to think and act for the overall benefit of the team encouraging the development of innovation and problem-solving skills.
- A forum for constructively resolving conflicts and clarifying misunderstandings is created as the facilitator holds each person accountable.

### Get started with meeting facilitation today

Debbie Lester-Jones • [debbiel@vigilant.org](mailto:debbiel@vigilant.org) • 425-349-4477

[www.vigilant.org/our-services/learning/organizational-development](http://www.vigilant.org/our-services/learning/organizational-development)