

Meetings! You spend hours in them, and often believe that little is accomplished. They are the bane of today's business, but they are also necessary. They *should* ensure shared understanding of tasks and accomplishments; they *should* foster collaboration; they *should* help you solve problems that cross organizational boundaries.

Whether you need help with a single meeting or ongoing assistance to keep a team on track, Acorn's facilitation services can help you maximize the usefulness of the time you spend with your colleagues and team members. Participants of effective meetings walk out energized and motivated. There is a sense of accomplishment and direction.

MEETING AND TEAM FACILITATION

Meeting and team facilitation consists of:

- ◇ **Planning** - Acorn will help you move beyond a simple meeting agenda to a complete meeting plan with specific objectives and the right participants. Acorn will work with you to identify your overall objectives and needed accomplishments. We will help you identify the participants who will contribute to the success of the meeting. We will also design the activities for the meeting to achieve the objectives and accomplishments.
- ◇ **Facilitating the Meeting** - Acorn will establish and maintain a positive climate, ensure participation by all, encourage collaboration and teamwork, manage the time, and focus the attention of all on the objectives and needed accomplishments.
- ◇ **Follow-up** - Acorn will work with you to summarize the session, identify follow-on actions, and evaluate the effectiveness of the meeting. This will help you focus on the future: continuous improvement for your team, both in the work being done and the meetings you conduct.

*"None of us is as smart as all
of us."*

Japanese proverb



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