



Facilitating your Meetings with a Professional

What Is Professional Facilitation?

A professional facilitator provides two services: managing the dynamics, or interaction, within a group and measuring the outcomes of a meeting. These skills become increasingly important when meetings take place because they often get sidetracked as participants fail to follow the agenda, dominant personalities monopolize the discussion or peripheral issues divert the process.

Therefore to accomplish your group's goals, managing the meeting effectively becomes an important task to ensure productivity. Indeed, effective facilitators embark upon their duties before the meeting even begins. They do this by conducting pre-meeting interviews to obtain advance knowledge of the group members and their personalities. They also perform these duties to establish meeting goals and create an agenda. In that way, the facilitator can more easily guide the discussions, the meeting reviews and help develop a concrete plan for future action.

When Do You Use A 'Professional Facilitator'?

A number of factors can lead you to choose a professional facilitator. It might be wise to select one, for example, if you have an important meeting with the principal players in your organization or if you are tackling a controversial issue. You might also consider a professional facilitator for potentially confrontational situations, goal-setting sessions, strategic budget planning sessions, and staff meetings, among many other reasons. Under those circumstances, a professional facilitator can help ensure a successful meeting. Whether it's a day-long session or one-hour meeting, a facilitator provides *meeting management expertise* that will help keep you on track, foster group participation and goal achievement.

How Javitch Associates Facilitates Meetings.

Javitch Associates works closely with group participants before and during the meeting to understand and assess all elements of individual roles and group issues. We provide an agenda to set the standard of productivity and guide the discussion to stay on track of the agenda. After the meeting, we provide an analysis of the session and feedback. The following is a systematic description of the process.

1. Determine the desired outcome
2. Identify the target audience.

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3. Produce an agenda
4. Establish meeting criteria
5. Facilitate the discussion
6. Provide feedback
7. Review the project
8. Develop a strategic plan

Benefits of Javitch Associates' Professional Facilitation Services.

- 1. Meeting success** -We create a forum that will encourage information sharing and maintain the meeting focus to accomplish the established goals. We take extra measures to create reasonable and attainable goals to ensure the success of the meeting. We help design the meeting agenda to identify key issues and provide guidance during the discussion to eliminate obstacles and peripheral topics and keep the participants on track.
- 2. Effective process management** -We manage the topic discussion, personality conflicts, and group dynamics to create an information flow that results in getting the job done. As consultants, we strip through organizational politics and ego involvement to provide unbiased, clarity on the issues at hand.
- 3. Alternative problem-solving resolutions** -Our expertise in management and leadership issues offers new insight and approaches to solving problems. We utilize field-proven strategies to help organizations, teams and individuals face the challenging aspects of business.
- 4. Concrete, practical feedback and plan** -We provide ,a follow-up plan that contains the meeting notes, agenda, goals, and recommendations.

Do you need a professional facilitator at your next meeting?

[Click here for a FREE online evaluation.](#)

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