

Program in a Nutshell

Do your meetings seem to get easily derailed? Do they go off on tangents, get bogged down in minutia, spend too much time on one topic at the expense of another, get embroiled in personality conflicts, or simply run into overtime? Whatever the meeting agenda, our professional facilitator can help you get the most out of your meeting. Our facilitators will help you keep time, stay on topic, make sure that all parties are heard, moderate disagreements, and record action items and open issues.

Program Details

Running meetings is not everyone's cup of tea. It takes training and experience in group problem solving techniques along with personal presence, people savvy, and energy to guide a meeting to successful close in the face of distractions, conflicting agendas, and other forces trying to pull the meeting apart. Among the skills that a professional facilitator brings to the podium are the ability to:

- Keep time
- Monitor the agenda to be sure it is all covered
- Keep track of the unresolved issues that need to be revisited
- Moderate discussions
- Defuse disagreements and conflicts
- Lead problem-solving or brainstorming sessions
- Organize parallel working sessions
- Keep participants on topic and avoid non-productive tangents
- Ensure that everyone is heard and included in the decision making process
- Record action items and open issues for closure at the end of the meeting

It often makes sense to get an external facilitator even when your company has a savvy meeting leader of its own. An external facilitator:

- Can bring a new vantage point to situations and issues
- Does not have a political agenda
- Can handle disagreements and conflicts with greater ease

When there's a lot riding on the outcome of a meeting, it's wise to bring in an Eogogics meeting pro. Among the types of meetings that can benefit from professional facilitation are those intended to:

- Draft a mission and values statement
- Develop corporate or departmental strategy
- Brainstorm ideas for a new or improved product or service
- Identify and resolve problems
- Work out a new structure or organization

Eogogics meeting facilitators combine strong educational credentials with training in group dynamics, group process, decision-making models, and extensive professional meeting facilitation and stand-up training experience. Please call or e-mail us your meeting facilitation requirements to get started.

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