



Questions to ask yourself to determine if you need a facilitator:

- When your community or organization holds meetings, do you often fail to reach decisions?
- Are meeting participants unclear about their roles and responsibilities?
- Is there confusion about objectives and expectations for meetings?
- Do your meetings display communication problems, negative attitudes and apathy?

If you answered yes to any one of these questions, consider a facilitator.

What is the role of the Facilitator?

A facilitator is a person who can make your meetings flow more smoothly and be more productive. The facilitator paces the group, offers a variety of possible ways to approach problems, and manages the dynamics of the group.

Why Use Facilitation?

- To keep meetings focused on the subject of discussion
- To have a neutral person present who will manage the process
- To accomplish goals in a more timely manner

Conflict Transformation Associates (CTA) Facilitation Model

At Conflict Transformation Associates, we believe that the most successful sessions must be followed by a strong accountability model. Therefore we have created a unique facilitation method that includes three key components: Session Planning, Facilitation and Accountability Sessions.

Session Planning

Whether you are conducting annual planning sessions, strategic sales meetings or any other key results-driven meetings, a clearly defined set of objectives is the critical first step to success. In this planning session, the client organizer and CTA facilitator define the set of objectives, agenda and logistics.

Facilitation

During the session, the CTA facilitator will be the 3rd party neutral monitoring the agenda, keeping time, managing the group process, encouraging participation from all, helping participants understand different points of views, fostering solutions, and recording. The facilitator will write up and publish the results of the meeting.

Accountability Sessions:

The number of accountability sessions will be defined by the scope of the objectives and associated timelines. The purpose is to hold the individual owners of the team accountable for their assigned actions in a positive manner. Each accountability session will review actions completed, identify roadblocks, and create remediation for identified roadblocks.