



MEETING PROCESS DESIGN

Although all meetings take preparation, great meetings happen only with behind-the-scenes work to get ready for the party. Even if **envision** doesn't facilitate your gathering, we can support you by designing the meeting structure. We use our flair for carrying out the background work to create meeting processes and techniques that enable you to achieve your desired outcomes. As a coach or facilitator, we can work with you before a single meeting or between multiple ones.

Usually completed in the form of desk work or telephone calls, we:

- Investigate what your meeting should accomplish and identify any red flags that you want to plan for
- Create a customized agenda or detailed meeting process with interactive techniques that allow you to achieve your outcomes
- Help you choose participants/ parties/ organizations who should attend
- Prepare handouts, slides, and/or leader materials to use during your meeting
- Review this material with the person who will facilitate your meeting
- Create large scale graphic template (mural size) for you to complete during your session. (see <http://pictureyourthoughts.com/services/#studio> for more information.)

Don't see what you're looking for? Contact us: info@envision-synergy.net / 416-778-4713 so we can figure out how to help you out.

envision SYNERGY is dedicated to the uncompromising advancement of a healthy planet with happy, thriving people. Because these complex challenges span jurisdictional boundaries, cross sectoral lines and require diverse expertise, working together is the way forward. **envision** catalyzes collaboration across silos, organizations, jurisdictions, sectors, and academic backgrounds, resulting in innovative, durable solutions that foster systems thinking and bridge organizational boundaries. Along the way, we build strong organizations that can both effectively carry out their work and are well-poised for effective collaboration.

As experienced collaboration and *facilitation* whizzes, we work at the intersection of outstanding group process, *visual thinking*, and *building a group's capacity* to collaborate and *evaluate* their work so they are even more effective over time.