

# PRODUCTS & SERVICES CATALOGUE 2019

## CONTENTS

|  |    |
|--|----|
| <b>Facilitation Services</b> .....   | 3  |
| When was the last time you had a successful meeting? .....                                 | 3  |
| Types of Meetings: from Hell to Heaven .....   | 4  |
| Board Meetings.....  | 4  |
| Strategic Planning .....   | 4  |
| Corporate Planning & Retreats .....  | 4  |
| Focus Group Discussion .....   | 4  |
| Visioning.....   | 4  |
| Team Building .....  | 4  |
| <b>Facilitation Training</b> .....   | 5  |
| SPOT 2.0 on Facilitation™ <i>(updated)</i> .....   | 6  |
| Leading / Facilitating Virtual Meetings & Learning with GoWall™ <i>(new in 2019)</i> ..... | 7  |
| The World Café (TWC) & Open Space Technology (OST) Workshop .....                          | 8  |
| Future Search .....  | 9  |
| Dynamic Facilitation™ Workshop .....   | 10 |
| Appreciative Inquiry & SOAR™ Workshop .....  | 11 |
| <b>SPOTlight series for professional Development</b> .....                                 | 12 |
| Facilitation in Training™ FiT <i>(new in 2019)</i> .....                                   | 13 |
| 3Ps for a Successful Presentation <i>(new in 2019)</i> .....                               | 14 |
| Critical Thinking <i>(new in 2019)</i> .....   | 15 |
| Communication Skills <i>(new in 2019)</i> .....  | 16 |
| Process Mapping for .....  | 17 |
| Productivity & Transformation <i>(new in 2019)</i> .....                                   | 17 |
| <b>Management Training</b> .....   | 18 |
| Tabletop Simulation for Change & Strategic Leadership™ <i>(new in 2019)</i> .....          | 19 |
| SIMDUSTRY® Managing 3 <i>(new in 2019)</i> .....   | 20 |
| Project Management <i>(new in 2019)</i> .....  | 21 |
| <b>Creativity &amp; Innovation</b> .....   | 22 |
| ExperienceInnovation® (Design Thinking) <i>(new in 2019)</i> .....                         | 23 |
| Ask Stupid Questions™ (ASQ) Workshop.....  | 24 |

|  |    |
|--|----|
| Facilitating Breakthrough Ideas (FBI) .....  | 25 |
| <b>Consultancy</b> .....   | 26 |
| <b>INIFAC International Certification</b> .....  | 28 |
| Certified Competent Facilitator (CCF) .....  | 28 |
| Certified Learning Facilitator / Certified Facilitative Trainer ( <i>Will be announced later</i> ) ..... | 28 |
| <b>FNS Learning Hub</b> .....  | 29 |
| Facilitation Service by Volunteer Facilitators (VFs).....  | 30 |
| Business Forums ( <i>new in 2019</i> ).....  | 30 |
| Learning Day: From Theory to Practice (T2P) .....  | 30 |
| Community of Practice (CoP): From Practice to Insights (P2i).....  | 30 |

# FACILITATION SERVICES

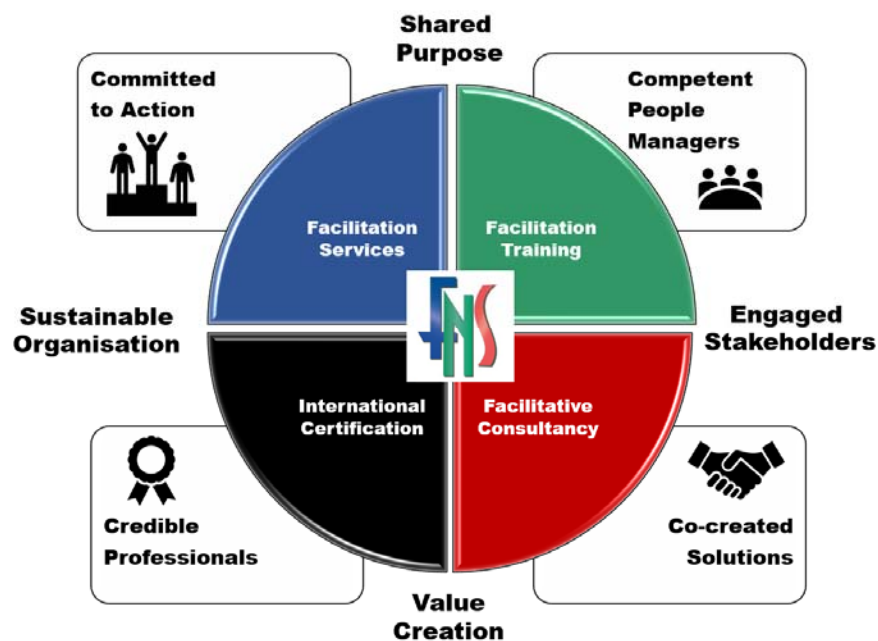
When was the last time you had a successful meeting?

Can't recall? Now imagine an ideal meeting. How would you describe it? A meeting where objectives were fully achieved within the planned meeting time? A meeting where all the right people were fully present? A meeting where every person spoke up and contributed without hesitating? Or is it a meeting when everyone step up voluntarily to take ownership for action items generated? Sounds too good to be true?

As professional process facilitators who had facilitated more than a hundred meetings over the last 20 years, we have experienced many successful meetings as described.

Reclaim the control of your meetings and make it worth your time! And we can help you do just that through our trained, experienced and internationally certified facilitators. We will be able to help you define clear 3Os Objective-Output-Outcome of each meeting and who are the 'right' people who should be at the meeting. We will be able to facilitate your meetings to achieve the defined objectives and end on time.

An effective and productive meeting is not a just a fancy ideal or a dream. With our help, it can be a reality. Contact us to have a chat on how your board meeting, strategic planning meeting, annual corporate retreat, problem solving meeting, department meeting, team meeting or focus group meeting can be transformed.



## Types of Meetings: from Hell to Heaven

| <b>Meeting Type / Purpose</b>   | <b>Typical problems our clients are facing. Sounds familiar to you?</b>   | <b>How our clients have benefited from our facilitation, so can you!</b>   |
|---|---|--|
| <b>Board Meetings</b><br><i>C-level Suite &amp; Directors</i>                 | Everyone pushing their own views, side-tracking, monopolising conversations, leading to indecision or members divided on decision. Resulting in lack of clear direction and decision on next steps. | Every member has equal air time. All differing opinions captured clearly for everyone to view and feedback on. Able to converge discussions to obtain agreements on decisions and provide leadership commitment to implementation. |
| <b>Strategic Planning</b><br><i>Senior Management</i>                         | Internally focussed, not having the right people in the session,  | Considering external environment, conditions & external stakeholder views in addition to internal organisational knowledge.  |
| <b>Corporate Planning &amp; Retreats</b><br><i>Mid-management &amp; above</i> | Death by PowerPoint, no time to discuss, more time spent on past performance review instead of future.  | Unleash the collective wisdom of the group, enhance collaboration between departments/functions and gain staff commitment to implementation.   |
| <b>Focus Group Discussion</b><br><i>All Stakeholders</i>                      | Poor selection of participants, too many questions, too little time, wrong questions asked, not everyone speaks up.   | Targetted audience, sharp focussed questions, relevant probing, quality outputs for useful policy creation or revision and gain support for the changes  |
| <b>Visioning</b><br><i>Senior Management</i>                                  | Derived by a small group and hence lack buy-in.   | High engagement, high energy, inspiring outputs, commitment from everyone for transformation.  |
| <b>Team Building</b><br><i>Departments, Project teams, All staff</i>          | Play games & have fun.  | Purposeful activities, powerful debriefs, deep insights connect with the brains and hearts to build the team.  |

**Contact us for a free consultation on how we can help transform your meetings now!**