

Strategic Facilitation

The process to Identify and Create Actionable Strategies

Power of a Strategic Facilitation

Facilitated meetings provide benefits such as:

- An unbiased and objective perspective
- Ensure all group members feel they can participate
- Increased meeting efficiency and outcome effectiveness
- Monitoring and addressing group dynamics
- Attending to potential power differentials
- A comprehensive summary detailing issues addressed, resolutions, and action items with identified owners

Strategic Facilitation (SF): Agenda Building

The process begins a unique agenda-building process that gathers perspectives from as many organizational members as possible:

The consultant administers the agenda-building tool

The consultant analyzes responses to develop a co-created agenda from “multiple voices”

SF: Meeting Location, Structure & Pricing

Meeting location:

- It is strongly recommended that the SF be held off-site from client operations and in a neutral location

The Duration of the SF:

- The consultant will recommend either a single-day or multi-day meeting

SF Pricing:

- Meetings are generally billed at a flat full-day (i.e. 6.5 hours) or half-day (i.e. 3.25 hours) rate

Summary Documentation

Work

- The consultant will work to ensure that the group is focused on resolving the agenda items

Document

- Throughout the SF, the consultant will document the issues that were detailed on the agenda, and any ancillary topics that are surfaced

Review

- The consultant reviews the topics discussed during the day; capturing all issues, resolutions and those responsible for outstanding action items

SF Summary Example

Action Item Description	Assigned To	Date Due	Status	Comments
XXX Vision	XXX and BOD	4/22/22	Complete	- During the meeting XXX and BOD confirmed that there is alignment between XXX's and XXX's overall Vision of the organization
Title Change from President → President/CEO or CEO	XXX	4/29/22	In-process	- BOD has approved a title change. XXX will determine if he accepts - Title change will be documented in Employment Contract and HR Job Description
President/CEO Compensation Package to Be revised	- XXX and BOD - All agreements reviewed by XXX	4/29/22	In-Process	The BOD will revise CEO compensation package to address the following (but not limited to): - Base + variable pay - Unlimited PTO - Control by President/CEO of annual capital budget (e.g. 15% of total revenue) without BOD approval - Annual award of XXX shares - Contract review every two years - Based on initial discussion, XXX stated that the initial proposed total compensation packaged offered by the BOD was within reason.
XXX Exit Strategy	XXX	Annually or biennial	In-Process	- XXX stated that she is interested in selling XXX. She proposed a five-year timeline and would like to revisit this annually or biennially - At this time XXX is not interested in purchasing XXX
BOD members, roles, and responsibilities	- BOD - Review by XXX	4/29/22	In-process	- XXX stated that she will not be making any changes to the composition of the BOD members - All roles and responsibilities of BOD members should adhere to current C-Corp structure.

SF Team

- SF is a great strategy tool that can be used by any organization; however, closely held or family-owned organizations have unique financial considerations for both the organization and owner(s).
- As much as we try to avoid it, strategic planning can be emotional. This tension can be reduced by engaging professionals including an attorney, CPA, and financial professional.