



## Meeting and Workshop Facilitation Services

Meetings and workshops are where people come together to share ideas and plan, and are one of the most significant ways that groups meet their shared objectives. Our role as consultants is to support you in having productive and effective meetings – no matter the length (a few hours or multiple days) or the location (face-to-face or virtual).

Focus Groups  
Stakeholder Consultations  
Multi- Stakeholder Workshops

Conference Moderation  
Retreats  
Virtual Collaboration

We see our approach as one of "designing" successful meetings. We work with our clients to understand and develop clear objectives for the meeting, and then design a suitable process to achieve these objectives. We understand that priorities can and do change, and so we flexibly adjust our design to meet the unfolding needs and priorities throughout the meeting, while maintaining a focus on the meeting objectives.

### Selected Recent Assignments

County Government	Designed and facilitated a multi-stakeholder meeting of 80 people to build support for regional production and marketing of organic produce, and develop an action plan for a collaborative project.
International NGO	Designed and facilitated a strategy meeting for 50 people in a global network to identify core values and develop strategic priorities.
National Association	Designed and facilitated two Board meetings for a National Association to support the new Board Chair's objective of enabling Board members to engage with one another on sensitive topics.

## Selected Client Feedback

*"Michael worked closely with me to understand what we wanted to achieve in our facilitated planning discussions, then developed processes that helped us reach our goals within the time frame available. Everyone in the group had the opportunity to voice opinions and contributed to the process, yet we stayed on our tight schedule and achieved our goals for the meeting.*

*In preparing to deal with sensitive issues, Michael worked with the chair to clarify questions and expectations. He had conversations in advance with key leaders from the group, and he made sure that everyone felt included and actively participated. The outcome of the meeting exceeded our expectations."*

*Carl Nold, Board Chair  
American Association of Museums*

*"Michael is an excellent consultant and facilitator. He takes the time to understand the issues facing his clients, and then to tailor a solution based on their needs and his professional judgment. He is flexible in adapting to an ongoing or developing situation. He listens well, makes practical suggestions that move the group forward, and ensures that actionable conclusions are reached. He also follows-up on promises and deliverables."*

*Lesley Shneier  
Sr. Knowledge and Learning Specialist, World Bank Group*

*Michael Randel facilitated a strategic planning workshop in June 2010 for the Office of Development Finance at CHF International. During the planning stages, Michael worked closely with me to understand what we want to achieve in our facilitated discussions, then developed processes that helped us design an agenda that define our objectives and creatively allocate time for discussion and participation of all stakeholders. He spent extra hours with us helping to define what we needed to achieve and how to bring a diverse group of stakeholders from many nationalities, languages and backgrounds together.*

*He is an excellent facilitator in every sense of the word: everyone in the workshop had the opportunity to voice opinions, ask questions, and raise any concerns. Despite the aggressive amount of content we hope to cover in one day, and the 50 participants, Michael ensured that we stay on schedule and achieved our goals for the meeting. We received excellent feedback on both the agenda and structure of the day, as well as Michael as an external facilitator. I would highly recommend to any organization seeking external help in thinking through processes and facilitated group discussions similar to ours.*

*Elissa McCarter  
Director, CHF International*