

Meeting For Results - Keeping the Focus to Get Things Done!  
Save time and money by making every meeting count

An effective meeting doesn't just happen. It is the result of hard work, skill and preparation. Whether the meeting involves **small or large groups, internal staff or external stakeholders**, professional facilitation allows you to get more done in less time without the usual stress and frustration.

**KSBA meeting facilitators are trained to**

- Tailor meetings to meet your specific needs and situation
- Clarify your goals so they are clear, concise, meaningful and achievable
- Set and enforce ground rules
- Manage the group's time wisely
- Create engaging environments that lead to participation
- Keep the attention focused on the group's purpose
- Work toward achieving the meeting's objectives
- Treat all participants fairly and evenly
- Handle disruptive participants

**Process**

- In the **Initial Consultation**, KSBA staff works with you to clearly define the objective of your meeting and explore the best way to achieve your goals.
- During the **Facilitation**, the meeting is kept on track and key discussions and action plans are documented.
- Immediately after the session, a full **Report** is developed detailing the meeting so you have a complete record of the session.
- **Follow up** after the report to answer any questions.

**Meeting facilitation is perfect for:**

**Community Discussions**

Whether you are in the initial stages of a plan or presenting a final product, a Community Discussion can provide district and school leaders a snapshot of expectations, reactions, suggestions and needs from a cross-section of the community. In fact, the process can help focus and connect community expertise and interest on many educational issues - from student achievement to school safety and discipline.

## **In-District Meetings**

It is frustrating to be both a participant in a meeting and the facilitator responsible for getting things done. By using a neutral outsider, all members of the group can participate fully without jumping between the two roles.

“For those organizations that can make the leap from painful meetings to productive ones, the rewards are higher morale, faster decisions, better decisions, greater results”.

-- Pat Lencioni, internationally renowned speaker and author of the book “Death by Meeting”

**Let KSBA’s meeting facilitation service keep you focused and moving forward.**

For more information and pricing, please contact:

Kerri Schelling, Director, Board Team Development  
Kentucky School Boards Association  
260 Democrat Drive  
Frankfort, KY 40601  
800-372-2962  
Kerri.schelling@ksba.org

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