

Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

Suite # 211-3336 Portage Ave Winnipeg, Manitoba R3K 2H9
Phone (204) 992-2562 Fax (204) 272-3321
helenwythe@hjwythe.com www.hjwythe.com

Our Services > Convening Facilitation Events > Information Gathering

HELEN J. WYTHER & Associates will facilitate meetings for the purpose of information gathering, problem identification and solving, decision making to planning.

Regardless of the group size whether from 5 to 500 *HELEN J. WYTHER & Associates* will design, conduct and document consultations, focus groups, retreats and conferences.

With *HELEN J. WYTHER & Associates* focusing on the group process and communications, your group can concentrate on achieving the desired results. Our professionally trained facilitators can assist any group to focus on any topic.



In preparation for an event we can assist with all logistical planning items on site or off site such as: location alternatives, meeting room options, set-up and refreshments.

Pre-event design activities can also involve meetings with clients to identify desired results and special needs in order to customize the facilitated process to prepare the agenda and event workbooks.

During the course of actually conducting or facilitating an event, you can expect *HELEN J. WYTHER & Associates* to: pay great attention to detail, be flexible to the changing needs of the group, encourage and prompt the group to exceed its own expectations.

HELEN J. WYTHER & Associates utilizes the skills and expertise of various documenters to transcribe the work completed by the group during its event. This can range from: verbatim notes of specific discussions, salient aspects from specific conversations and documentation of all the data created by the group through conversations and workshops on flipcharts or cards.

Any Questions?

If you are interested in having further information on how our facilitation services will help your organization and deepen organizational learning, please contact us via email info@hjwythe.com or 204-992-2562 to arrange an appointment to discuss the tremendous possibilities and advantages that await you

*Creating productive individuals, teams, workplaces,
organizations & communities*