

# Helen J. Wythe & Associates

Consulting, Facilitating and Training Services

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## ***Our Services > Convening Facilitation Events > Our Approach***

According to Sue DeWine, prominent organizational communication scholar and consultant, most managers spend 2-3 days a week in unproductive meetings. Each year, as many as 30 working days and up to \$71 million are wasted on meetings that accomplish nothing. Many business professionals complain that meetings are ineffective for the following reasons: lack of preparation, no goals or agenda, disorganization, ineffective leadership and control, and getting off the subject.

*HELEN J. WYTHE & Associates* will facilitate meetings for the purpose of information gathering, problem identification and solving, decision making to planning. Our professionally trained facilitators can assist any group to focus on any topic.

Some of the Plans that we facilitate the development of are listed below:

- Strategic Planning;
- Business Planning;
- Program Planning;
- Project Planning;
- Disaster Planning;
- Feasibility for New Business or Program;
- Fundraising Plans;
- Leadership Development Planning;
- Management Development Planning;
- Marketing Planning;
- Supervisory Development Planning;
- Training and Development Planning.

You and your team provide the content expertise and we provide a process which enables the creation of your plan.

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

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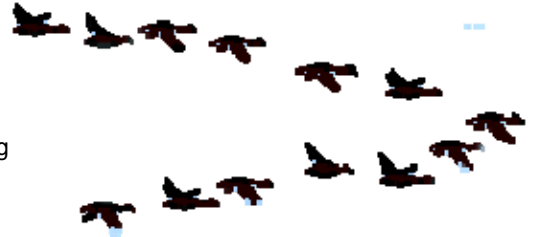
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When you see geese heading south

for the winter... flying along in V formation...you might consider what science has discovered as to why they fly that way:

As each bird flaps its wings, it creates an uplift for the bird immediately following.

By flying in V formation the whole flock adds at least 71% greater flying range, than if each bird flew on its own.



People who share a common direction and sense of community can get where they are going more quickly and easily because they are traveling on the thrust of one another. Involving everyone who is part of your organization in your planning activities will provide your organization with additional range and efficiency.

Regardless of the group size whether from 5 to 500 *HELEN J. WYTHER & Associates* will design, conduct and document your planning session.

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 you answer questions about your organization answered for you, and you want to deepen your individual and organizational learning, please call or e-mail us at [info@hjwythe.com](mailto:info@hjwythe.com) to arrange an appointment to discuss the tremendous possibilities and advantages that await you.

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