



How professional facilitators use Meetingworks

Professional Facilitation...

...is a broad, yet individual discipline. Facilitators often follow structured processes to lead groups to successful outcomes, whether it's strategic planning, vendor selection, branding, or project prioritization. There are also processes designed by individual facilitators that work and bring them much success. The common thread in these processes is that most require brainstorming, discussion, prioritization, and some analysis. Whenever groups are involved, collaboration is critical; Meetingworks tools enhance collaboration and decision making. Here are just a few examples of how professional facilitators use Meetingworks:

SWOT Analysis

Use Meetingworks to brainstorm strengths, weaknesses, opportunities, and threats. You'll get a candid, creative list of ideas to discuss. Prioritize lists where appropriate in generating strategic plans.



Technology of Participation

ToP methods are enhanced by Meetingworks tools. Many creative ideas can be generated; during discussion, categories can be formed and eventually named. Instant reporting features documents the groupings to use in the strategic planning process.

JAD

[Joint Application Design](#) is particularly suited for Meetingworks. Participants can quickly list relevant processes, and then generate a list of requirements for discussion and prioritization. Remote participants can also give input, adding more value to the session. The more buy-in to the requirements, the better the design success.



Open Space

Meetingworks supports Open Space in many ways. Groups use a template to record their work. Meetingworks' superior report creation makes a newsroom a "piece of cake!" If desired, groups can converge at the end of the session by prioritizing options or brainstorming details.

"Meetingworks software has enhanced my ability to facilitate strategic planning meetings. This innovative technology ensures that all voices are heard and creates a permanent record of discussions and decisions."—Karen A. Brown, Ph.D, Professor of Operations & Project Mgt., University of WA

How it works

The Meetingworks process includes a facilitated session in which technology is used to leverage the group's expertise.

Participants are led through a structured agenda and use computers as they brainstorm, discuss, and prioritize their ideas.

Participants can be seated in a room together or can use an Internet browser to actively participate in the meeting.

Most meetings are conducted real-time, but when the process can be improved by gathering input over a period of time, participants can use their Internet browser to access a "web poll".

Why it's better

Your facilitated session will be more effective and efficient than ever before.

Your group will experience:

- **maximum participation** with the anonymity and the flexibility of time/place with Meetingworks
- **increased productivity** because you can get a lot more accomplished in a short time
- **significant cost savings** (meetings can be much shorter and people travel less)
- **instant reports** save you a ton of time
- **customer satisfaction** – they love it!