

# FACILITATING

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*INDEPENDENT & OBJECTIVE*

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*Dedicated to Improving Your Bottom Line*  
**LEE JAMES & ASSOCIATES**

## **SUMMARY**

Through independent and experienced facilitation, teams are more creative, open and comfortable working together. The team's leader can continue to work with the team and not be distracted and/or concerned about proper facilitation. With dynamic and structured facilitation, all team members work more efficiently and effectively and produce better results and outcomes.

The experienced facilitator is aware of the interdependent nature of team members and the varying and challenging dynamics that can result. Through listening, asking questions and engaging others, issues of importance are clarified and understood. By being fully aware of cultural, interpersonal and social cues, a good facilitator understands each person's point of view. At the end of the process, individual perspectives are brought together for the intended purpose and good of the team.

## **FACILITATING SERVICES**

Example facilitating professional services are:

- *Strategic plan development*
- *Progress in implementing strategic plan and developing tactics to assure success*
- *Annual business planning process*
- *Financial and operational planning process*
- *Team building and development*
- *Board and Committee retreats and meetings*
- *Proposal preparation and presentations*
- *Project planning and communicating*
- *Negotiation planning, doing and concluding*
- *Developing or modifying training programs*
- *Dispute resolutions planning and approach*
- *Operational performance variance analysis and developing corrective action plan*

## **BENEFITS**

- *Independence and objectivity*
- *Experienced and proven approach*
- *Benchmarking process and statistics*
- *Enhancing group's focus on issues*
- *Stretching thought process and engagement*
- *Linking thoughts and ideas to solutions*
- *Optimizing creativity throughout process*
- *Reading and reacting to group dynamics*
- *Maintaining and creating group energy*
- *Assuring all become involved and pulling people to greater level of sharing*
- *Documenting results for objective review*

## **CONSULTANT**

Lee James is a CPA, CMC and CBI who has worked with engineers, architects and contractors for the last 25+ years. Lee often facilitates meetings for planning – strategic and annual, meetings, proposal preparation, implementation of plans, team building, boards, committees, negotiations, training, panel discussions and brainstorming sessions.

Sessions and approaches are customized to fit with your specific needs. Different approach examples include on or off site, breakout sessions, scenario development, case studies and live dry run scenarios.

Lee is active in several professional societies including the American Society of CPAs and the Institute of Management Consultants (IMC). The IMC provides professional designation of Certified Management Consultant "CMC". Both certify years of qualifying experience, ethics compliance, completion of required education and continuing annual education assuring compliance with ever changing rules and approaches.

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