



# Meeting Design & Facilitation

Is your organization planning an upcoming board or staff retreat? Break from the same predictable agenda and allow Centralina's experienced staff to build a customized meeting plan that will reenergize your staff and encourage productive discussions to ensure your goals are met.

## WHAT WE DO

Centralina staff serve our member communities by designing and facilitating effective meetings for a range of group sizes, subject matter and formats. We work closely with clients to define specific meeting objectives, develop a customized, outcome-oriented agenda and design interactive activities to engage participants and meet desired objectives. Whether it's a one-time event or a series of public engagement activities, we work with you to find the right approach to get results.

## RECENT PARTNERS:

-  **City of Albemarle:** City Council Budget Retreat and Staff Leadership Team Retreat
-  **City of Belmont:** City Council Retreat & Budget Work Session
-  **City of Lowell:** Council Strategic Planning & Budget Work Session
-  **Village of Marvin:** Village Council Budget Work Session
-  **City of Statesville:** Council Retreat and Staff Leadership Team Retreat

## WE SPECIALIZE IN VIRTUAL AND IN-PERSON MEETINGS

Board retreats

Management and leadership retreats

Project- or issue-specific meetings

Strategic planning and budget development sessions

Community and public engagement meetings

## OUR PROCESS

When Centralina partners with a local government to provide meeting design and facilitation services, the process includes:

- Strategic preparation calls with the client
- Agenda development for external participants and internal run of show
- Meeting materials development, including PowerPoint presentations and handouts
- Day-of facilitation services
- Participant evaluation of the experience
- Preparation of a summary report including meeting highlights, key takeaways and recommendations

For board or staff leadership retreats, Centralina recommends that our team conduct one-on-one pre-retreat interviews with each council member or staff leadership team member. The purpose of pre-retreat interviews is for Centralina to get acquainted with the community's leadership and to be able to enter the retreat with a sense of opportunities, challenges and vision for the community.

## WHY WORK WITH US?



### ***We Have the Skills:***

We have organized, trained facilitators equipped with proven tools and techniques to prepare and lead engaging meetings; we provide thoughtful guidance and custom recommendations to our clients in order to make the meeting productive and enjoyable.



### ***We're Neutral:***

We build lasting partnerships and collaborate to gain insights, synergize activity and bring different viewpoints to the table.



### ***We Know the Region:***

Centralina's experienced facilitators work with member governments and other regional organizations daily bringing a wealth of knowledge about strengths and challenges across the 9-county region.

## READY TO GET STARTED?

Reach out to our Executive Director, Geraldine Gardner, at (704) 351-7130 or [ggardner@centralina.org](mailto:ggardner@centralina.org) to receive a customized quote.