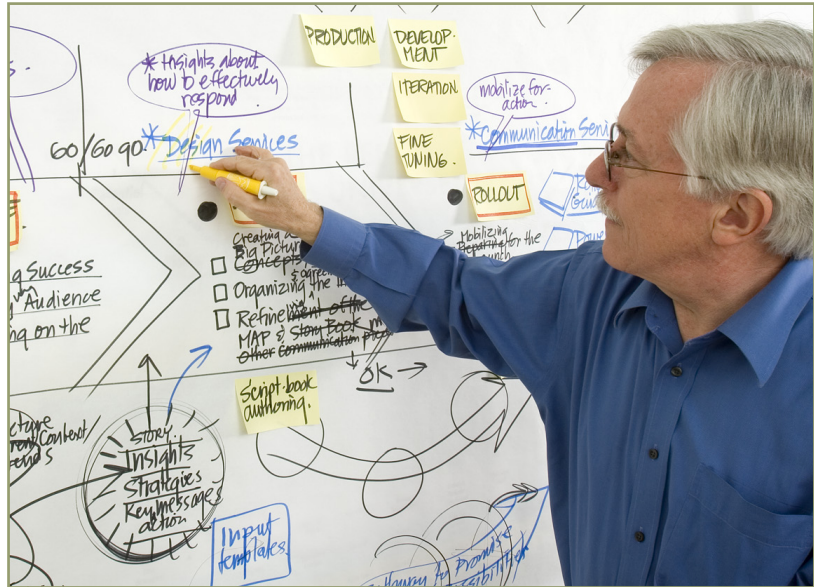


# Meeting Facilitation & Recording

Achieve Your Meeting Outcomes  
 With The Grove's Visual Approach



Now, more than ever, face-to-face and virtual meetings need to be run efficiently and achieve agreed-upon objectives. Skilled meeting facilitation makes all the difference, and is at the heart of what The Grove brings to all its work. The Grove's approach to graphic facilitation provides focus, supports effective participation, and incorporates big-picture visuals that allow everyone to see and understand what is happening and reach common understanding.

Because The Grove's methodology is highly visual in nature, our facilitation services often include the use of professional graphic recorders to assist in capturing critical information during meetings. In addition, we also bring this visual methodology to distributed meetings through web conferencing and tablet technology. Our approach stimulates creative contribution and big-picture thinking among participants while producing an engaging record to share with others.

There are many ways to support you with meeting facilitation, each tailored to fit your needs and tailored for your budget.

# How Grove Consultants Work With You

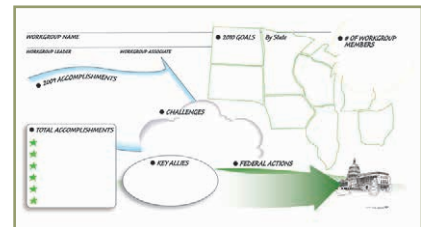
## PRE-MEETING

### Meeting Design & Coaching

Our consultants assist you in understanding your needs and help to clarify and refine your strategy or message. The Grove draws on a wealth of experience to design a meeting targeted to achieve your desired results.

### Meeting Media

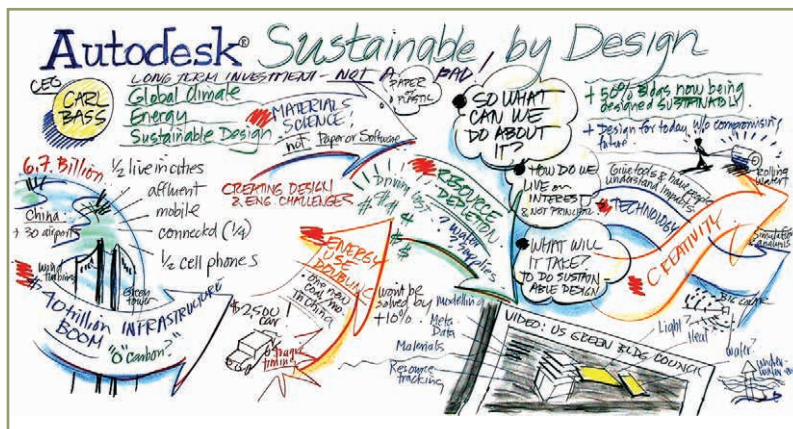
Our consultants and design studio can develop customized visual templates to help you run your meetings in a big-picture format, designed to achieve your stated outcomes. We also can help you create multimedia presentations that bring meeting presentations to life with video, audio, animation, and other technologies.



## MEETING

### Graphic Recording

Graphic recording refers to the drawing of words and icons on flip charts, large poster paper, graphic templates, murals, tablets and other visual media. Graphic recording captures the conversation and energy of the group, therefore providing a record of ideas and agreements that may otherwise be difficult to follow and retain.



## MEETING, continued

### Graphic Facilitation

As experienced meeting facilitators, our consultants focus and energize participants. Graphic facilitation combines skilled facilitation with the benefits of graphic recording: big-picture, visual displays to support collaborative communication. Using these techniques, we create a shared picture for groups to literally see what they are saying, uncover previously unseen patterns of behavior, align to agreed-upon objectives and move to action.

We facilitate several types of meetings in both face-to-face and virtual settings, including:

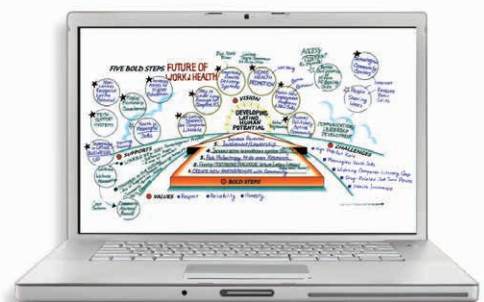
- Planning meetings
- Alignment sessions
- Annual events
- Large public meetings
- Retreats



## POST-MEETING

### Graphic Meeting Documentation Services

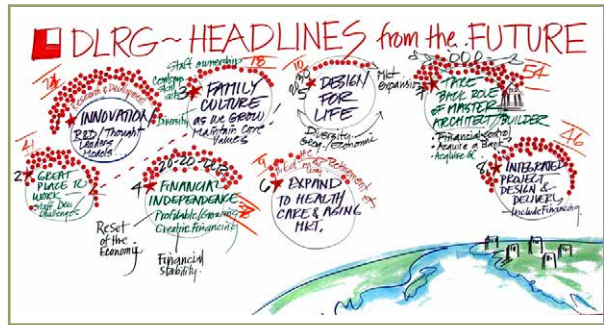
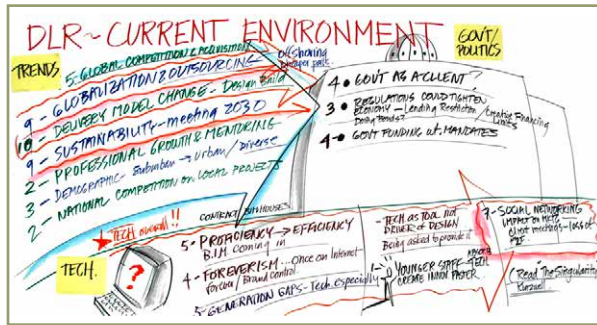
The large visual displays created during meetings become the record for the group and containers for data, agreements and decisions that the group reaches collectively. The resulting storyboard of charts can be used to create a variety of reports and media. These highly visual tools can extend the dialogue, leverage meeting results for more effective change, and continue the momentum generated.



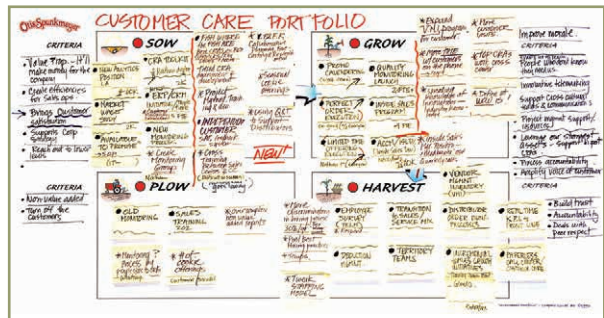
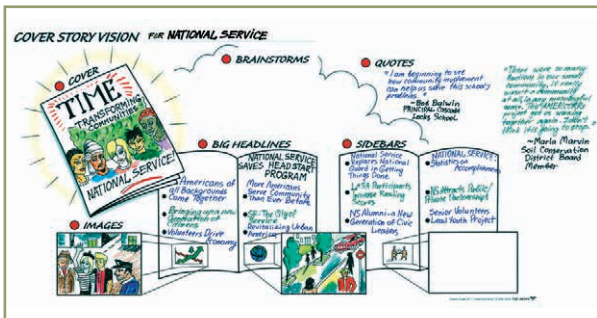
For more information about Grove meeting services contact us at +1.415.561.2500.

# Grove Graphic Facilitation and Recording Samples

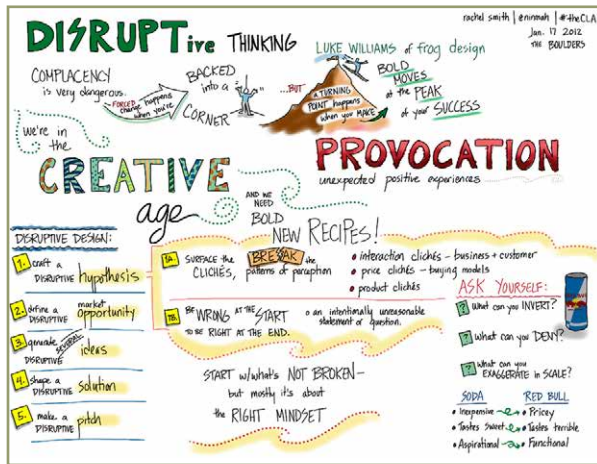
## FACE-TO-FACE GRAPHIC FACILITATION



Sample 4'x 8' meeting charts. Grove facilitators create visual records on large blank sheets of white paper or on the Grove's Graphic Guide® templates (shown below). These large visual displays encourage lively discussion and agreements.



## DIGITAL GRAPHIC RECORDING



Sample digital charts. These conversations were recorded in real time on an iPad. Skilled graphic recorders and facilitators pull out key points to aid meeting participants in understanding and remembering discussions.



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