



Memorandum

To: Anne Teresa, SFA

From: Howard Weitzner, Accenture

Date: March 22, 2002

Subject: Deliverable 95.1.2 Facilitative Leadership Conference

Purpose

This memo summarizes the results of Facilitative Leadership Conference held in Washington, DC from February 26 – February 28, 2002. The conference, held in conjunction with Interaction Associates, supported the meeting skills and facilitation concepts developed by the Effective Teams Initiative.

Description of Facilitative Leadership Conference

Interaction Associates Facilitative Leadership Conference explores the relationship between leadership and participation, and offers a proven method for turning obstacles into opportunities. Seven leadership practices provide a framework for improving the effectiveness of team, project, and organizational leaders.

In the three-day workshop, participants learn to:

- Lead collaborative planning and problem solving discussions
- Decide who should be involved in the decision making process
- Communicate a vision that inspires success
- Focus energy on the most critical issues
- Create action plans with concrete milestones and accountabilities
- Consider the three dimensions of business decisions: results, process and relationship

Observations/Recommendations

- Continue to provide one-on-one coaching and follow up opportunities to participants of the Facilitative Leadership Conference. In order to create sustainable change in the way meetings are prepared for and run at FSA U, the concepts must be reinforced on a frequent basis.
- Develop a formal post-conference session to debrief concepts and encourage conference participants to become coaches for the rest of the organization.
- Research licensing agreement with Interaction Associates to train FSA employees to teach the Facilitative Leadership concepts.

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Attachments:

- Facilitative Leadership Conference Sample Training Materials
- Effective Teams Supporting Documents
 - Agenda Template
 - Agenda Template Job Aid
 - Meeting Outcome Summary Template
 - Meeting Outcome Summary Job Aid