



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 also provide thoughtful guidance and custom recommendations to make meetings 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 nine-county region.

READY TO GET STARTED?

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