THE GENUINE CONTACT™ WAY OF WORKING

Bringing Whole Person Process Facilitation into Your Organization

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Contract	Planning Meeting 4-6 hours	Whole Person Process Meeting 3 hours - multiple days	De-brief Meeting 3-4 hours	Follow-up Meeting

1. Enter into a contract with a facilitator who is skilled not only in facilitating a Whole Person Process facilitated meeting but also in working with WPPF for the longer term benefit of your organization from even a single meeting. The contract will include provision for a planning meeting, the WPPF meeting, and a de-brief meeting.
2. Planning meeting of 4-6 hours the objectives of the meeting, the length of time needed, and the condition of the environment in which the meeting is conducted. Ideally, the management team participates in this meeting. An alternative is to involve representation from all levels of the organization. If the latter alternative is chosen, the consultant will require about a one hour meeting with the senior staff person responsible for the organization. The organization is responsible for inviting participants

to the meeting and providing a venue for the meeting. It is possible to conduct this meeting by teleconference if necessary.

3. Logistics meeting including development of the invitation. Staff of the organization is usually assigned to work with the consultant to sort through all of the logistical items that need to be attended to. This meeting can take place immediately following the planning meeting or on a subsequent day. The meeting can take place by teleconference or the details can be sorted through via e-mailing rather than a meeting. The organization is responsible for assigning the staff to work with the consultant, for providing the meeting venue, inviting the participants, and handling items such as registrations, food, transportation, and so on as per any type of meeting.
4. The WPPF meeting itself, lasting from 3 hours to multiple days depending on what you are wanting to achieve.
5. Debrief meeting with the management team/planning committee of 3-4 hours immediately after the WPPF meeting. This generally takes place the day following the WPPF meeting.
6. Follow up meeting or by e-mail to ensure that all participants are in the communication loop of progress as a result of the WPPF meeting.