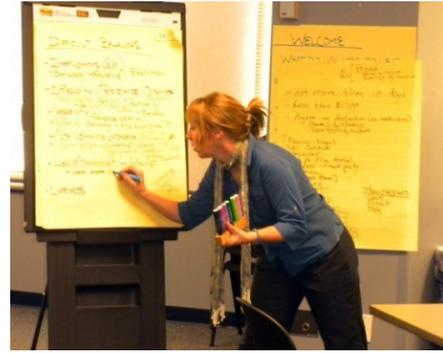


Facilitation Services

Organized within the National Ocean Service (NOS), the Special Projects division provides the NOS Assistant Administrator a technical staff resource to advance NOS Headquarters-level strategic priorities by coordinating across multiple Program Offices and developing innovative tools, products, and services. Special Projects works with NOS partners to design and facilitate multi-stakeholder collaborative processes including workshops and staff retreats, and to provide facilitation training.

What is Facilitation? Facilitation is the process of guiding groups through a collaborative process towards specific goals or outcomes.

What Does a Facilitator Do? A facilitator is a “content-neutral” professional who designs collaborative processes for effective meetings. This includes helping the meeting leader plan a detailed agenda prior to the meeting. During the meeting, a facilitator ensures that **meeting objectives are met and that all voices are heard.**



Special Projects' Facilitation Services Include:

- Assisting with the identification of the purpose, scope, and deliverables of the meeting by working with a small planning team prior to the event.
- Guiding the group through processes designed to help them listen to each other and create shared solutions.
- Taking notes of main points on a flip chart during the meeting, and typing them up afterwards.
- Collaborating with you to develop a meeting summary report.
- Evaluating meeting success.

Special Projects' Facilitation Services Do NOT Include:

- Arranging meeting locations or participant travel.
- Purchasing meals, snacks, or coffee.
- Taking comprehensive, word-by-word meeting minutes.



Your Role as Meeting Leader:

- Identification of participants and preparation of background materials.
- Arrangement of and payment for all logistics (e.g. meeting location, food, and drinks).
- Meet regularly with Special Projects staff to develop the meeting agenda and objectives.
- Production of final report.

For More Information or to Request Facilitation Support, Contact Us:

If you are interested in obtaining facilitation services from Special Projects, contact: Alison.Hammer@noaa.gov
Depending on the size and complexity of your meeting, 2-3 months may be needed to plan a successful meeting. Please contact us as early as possible to ensure that we can give you the best support.

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