



Organizational **DEVELOPMENT**

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WHY USE OUR FACILITATORS

Any structured group activity that requires the input, involvement, understanding and commitment of every participant hinges on an experienced facilitator with advanced presentation skills. The time and participation from staff and board members is too important to spend on meetings that don't accomplish objectives and fail to deliver results.

SOLID's experienced facilitators can greatly benefit your Board or Bureau in the following situations:

- When results of a meeting are critical to the success of your Board or Bureau and there will be a variety of different views in the room.
- When there are many strong opinions and a consensus is required.
- When there are no apparent good answers and your Board or Bureau may need a creative approach to a solution.
- When neutral party guidance is necessary to build trust or get full participation.
- When your Board or Bureau staff lack the internal experience or expertise to manage and guide the group through the work process

CONTACT US

SOLID Planning Solutions will travel to your board or bureau meeting or office to deliver sessions.



WHAT WE DO

Strategic Planning is a process by which we can envision the future and develop the necessary procedures and operations to influence and achieve that future.

We provide services designed to help your board/bureau plan for the future ahead!

STRATEGIC PLANNING SESSIONS

SOLID Planning Solutions will guide you in creating a plan which accurately reflects your Boards or Bureau's future goals and objectives. We will help you map out a mission statement, vision statement, and values that exemplify your program. Using a broad range of collaborative techniques, SOLID will then help you determine the strategic and fiscal direction of your organization. The selected strategy of your Board or Bureau should be implemented by means of programs, budgets, and procedures and should involve your Boards or Bureau's resources and motivation of the staff to achieve objectives. After the development of your strategic plan, SOLID will continue to work with your Board or Bureau to ensure your plan is put into action and will continue to monitor and adjust your plan as needed.

PROCESS IMPROVEMENT FACILITATIONS

Working collaboratively with the subject matter experts within your Board or Bureau, SOLID can help you tackle any internal processes or procedures that may need improvement within your organization. SOLID can assist with improving the workflow to reduce cycle times, errors, and cost within everyday work processes. The following process improvement strategies are utilized to assist with achieving your Boards or Bureau's objectives:



- **Process Analysis** - SOLID will model and analyze your existing processes.
- **Improvement Identification** - By identifying bottlenecks within your current process, SOLID will determine what needs to be improved.
- **Process Change Introduction** - We help you modify your existing process to remove identified bottlenecks and improve workflow.
- **Measure Improvement** - SOLID will use different measurement techniques to indicate how the modified process has eliminated bottlenecks and improved cycle times.
- **Process Change Training** - SOLID will train staff on the new process to ensure successful implementation.
- **Change Tuning** - SOLID will continue to work with your Board or Bureau to evolve and improve process improvements as needed.

ACTION PLANNING SESSIONS

To ensure your Board or Bureau takes the necessary steps toward success within your organization, SOLID believes that action planning will create accountability in the workplace to get your Boards or Bureau's goals accomplished. SOLID has confidence that action planning provides a clearer sense of direction for your Board or Bureau. Our facilitators will use the goals and objectives from your strategic plan and will assist with assigning tasks and dates for completion that work toward these goals. Action plans identify the necessary steps to pursue your vision-let SOLID assist with turning your Boards or Bureau's goals into a reality.

MEETING FACILITATION

Are your meetings or events as successful as they could be? From the planning process through evaluation, SOLID can help you create successful, results-oriented meeting or event. Our trained facilitators will help you organize meeting logistics, facilitate meeting discussions and record action items. SOLID understands that results are achievable and predictable from well-planned and implemented meetings. SOLID will follow the necessary steps to ensure that

meeting attendees achieve expected, positive, and constructive outcomes from their time invested in meetings. Let us help plan your next Boards or Bureau's meeting effectively.

OUR FACILITATORS

Our facilitators have experience in the field of leading, consulting, and facilitating. We understand there is no single way to facilitate a meeting or event and that all boards and bureaus have unique needs. SOLID Planning Solutions can assist you with articulating your Boards or Bureau's needs by providing the proper tools and techniques to help achieve your goals.

OUR SERVICES

SOLID Planning Solutions is dedicated to the continual improvement and organizational development of our Department. We offer a wide array of services and programs to DCA's Boards and Bureaus, including strategic planning, process improvement, and much more.



YOU DECIDE STRATEGIC PLAN DEVELOPMENT ROADMAP

Average Time to Complete Each Phase



Before Strategic Planning Session:
➤ 10 weeks required for preparation

After Strategic Planning Session:
➤ 6 weeks required to finalize plan for Approval/Adoption)