

SBD INSTITUTE

Training | Research | Consulting

EXECUTIVE MEETING FACILITATION SERVICES™

Structuring Discussion. Sharpening Decisions. Driving Outcomes.

6

Facilitation Services

4

Advisory Services

4

Delivery Formats

About This Service

The SBD Institute Executive Meeting Facilitation Service is designed to help leadership teams, boards, and organisations get more out of the time they spend in the room.

Most organisations do not have a strategy problem — they have a meeting problem. Good ideas are lost in unstructured discussion, decisions are deferred repeatedly, and time-poor executives leave sessions without clarity on what was actually agreed. The context is clear:

Meetings WORK when:	Many meetings FAIL because of:
– Clear purpose and outcomes for every session – Structured agendas with disciplined time management – Neutral facilitation that keeps discussion on track – Documented decisions, owners, and next steps	– Unstructured discussion that drifts off-topic – Decisions repeatedly deferred to the next meeting – Dominant voices crowding out balanced input – No clear record of what was agreed and by whom

We do not just run meetings. We design the structure, discipline, and decision architecture that turns time in the room into clear organisational direction.

Our Philosophy

We Believe

- A meeting without a clear outcome wastes everyone's time
- Neutral facilitation produces better decisions than unstructured discussion
- Structure creates space for honest dialogue, not less of it
- Every meeting should end with clarity on what happens next
- The quality of decisions is shaped by the quality of the conversation

Our Facilitation Is Designed To

- Keep discussions focused on outcomes, not just topics
- Balance participation and surface the right voices
- Move groups from discussion to decision
- Produce a clear, actionable record of every session

Our Services — Overview

Six specialist facilitation services covering the full range of executive and organisational meeting needs — from board governance to cross-functional planning and conflict-sensitive dialogue:

01 Strategic & Board Meeting Facilitation

Guiding high-stakes strategic and governance discussions toward clear decisions.

02 Cross-Functional & Departmental Meeting Design

Turning recurring or cross-departmental meetings into focused, productive sessions.

03 Decision-Making & Problem-Solving Sessions

Structuring complex decisions so the right issues get resolved, not just discussed.

04 Annual & Quarterly Planning Meeting Facilitation

Converting planning meetings into clear, actionable organisational direction.

05 Difficult Conversations & Conflict-Sensitive Facilitation

Creating a safe, structured space for sensitive or high-tension discussions.

06 Hybrid & Virtual Meeting Facilitation

Ensuring remote and hybrid participants are as engaged as those in the room.

Service Details

01

Strategic & Board Meeting Facilitation

Guiding high-stakes strategic and governance discussions toward clear decisions.

WHAT WE DELIVER

- ✓ Neutral, structured facilitation of complex agendas
- ✓ Pre-meeting framing calls with the chair or CEO
- ✓ Real-time agenda discipline and time management
- ✓ Decision capture, action tracking, and meeting synthesis
- ✓ Post-meeting summary and follow-up framework

SUITABLE FOR

- Boards of Directors
- Executive Committees
- Strategy Sessions
- Senior Leadership Teams

02

Cross-Functional & Departmental Meeting Design

Turning recurring or cross-departmental meetings into focused, productive sessions.

WHAT WE DELIVER

- ✓ Meeting purpose and outcome definition
- ✓ Structured agenda design with clear time allocations
- ✓ Facilitation of discussion, alignment, and prioritisation
- ✓ Conflict-aware facilitation across competing priorities
- ✓ Meeting effectiveness review and improvement recommendations

SUITABLE FOR

- Departmental Leadership
- Project Steering Committees
- Cross-Functional Teams

03

Decision-Making & Problem-Solving Sessions

Structuring complex decisions so the right issues get resolved, not just discussed.

WHAT WE DELIVER

- ✓ Decision framing and option structuring
- ✓ Facilitated debate using structured decision tools
- ✓ Stakeholder alignment and consensus-building techniques
- ✓ Risk and trade-off mapping during discussion
- ✓ Documented decisions, owners, and next steps

SUITABLE FOR

- Executive Teams
- Project Teams
- Crisis & Issue Resolution Groups

04

Annual & Quarterly Planning Meeting Facilitation*Converting planning meetings into clear, actionable organisational direction.***WHAT WE DELIVER**

- ✓ Planning session design aligned to organisational objectives
- ✓ Facilitation of goal-setting and prioritisation discussions
- ✓ Resource and budget alignment conversations
- ✓ Action planning and accountability frameworks
- ✓ Consolidated planning output document

SUITABLE FOR

- Executive Teams
- Departmental Heads
- Planning & Strategy Units

05

Difficult Conversations & Conflict-Sensitive Facilitation*Creating a safe, structured space for sensitive or high-tension discussions.***WHAT WE DELIVER**

- ✓ Confidential pre-session scoping and stakeholder mapping
- ✓ Neutral third-party facilitation of sensitive issues
- ✓ Structured dialogue techniques to de-escalate tension
- ✓ Ground rules and psychological safety frameworks
- ✓ Agreed outcomes and commitments documentation

SUITABLE FOR

- Leadership Teams
- Boards
- Teams in Transition or Conflict

06

Hybrid & Virtual Meeting Facilitation*Ensuring remote and hybrid participants are as engaged as those in the room.***WHAT WE DELIVER**

- ✓ Hybrid meeting design and technology coordination
- ✓ Facilitation techniques for balanced in-room and virtual participation
- ✓ Digital collaboration tools and structured engagement methods
- ✓ Real-time documentation visible to all participants
- ✓ Post-session digital summary and distribution

SUITABLE FOR

- Distributed Teams
- Regional Leadership
- Multi-Site Organisations

Meeting Types We Facilitate

Our facilitators are equipped to lead a wide range of organisational meeting formats — each requiring a distinct structure and approach:

Board Meetings	Strategy Retreats	Executive Committee Sessions
Annual Planning Sessions	Quarterly Reviews	Crisis & Issue Resolution Meetings
Cross-Functional Workshops	Stakeholder Dialogues	Post-Merger Integration Meetings

Advisory & Capability Services

Beyond individual session facilitation, SBD Institute supports organisations in building lasting meeting discipline and internal facilitation capability:

Meeting Effectiveness Diagnostics	– Meeting culture and frequency audit – Time-cost and productivity analysis – Recommendations for structural improvement
Meeting Design & Cadence Consulting	– Organisational meeting architecture design – Cadence and governance calendar development – Role and decision-rights clarification
Facilitator Capability Building	– Internal facilitator training and coaching – Facilitation toolkits and templates – Train-the-trainer support for internal teams
Ongoing Facilitation Retainer Support	– Scheduled facilitation across recurring meetings – Quarterly meeting effectiveness reviews – On-call facilitation for high-stakes sessions

Our Facilitation Process

Every engagement follows a disciplined four-phase process, from scoping to follow-through:

01	Pre-Meeting Scoping	Understanding objectives, dynamics, and desired outcomes with the meeting sponsor.
02	Agenda & Structure Design	Building a structured agenda with clear time allocations and decision checkpoints.
03	Facilitated Session	Neutral, disciplined facilitation that keeps discussion on track and moves toward decisions.
04	Documentation & Follow-Through	Clear summary of decisions, owners, and next steps, with optional follow-up support.

Delivery Formats

In-Person Facilitation**Virtual Facilitation****Hybrid Sessions****Retainer-Based Support**

Why SBD Institute

Organisations choose SBD Institute to facilitate their most important meetings because we bring neutrality, structure, and governance fluency to every session:

Neutral & Independent

No internal agenda — only the meeting's success matters

Governance Fluency

Deep familiarity with board and executive dynamics

Structured Methodology

Proven frameworks, not improvised facilitation

Clear Documentation

Every session ends with a usable record of decisions

East African Context

Facilitation grounded in regional business realities

*The most expensive meeting is not the long one —
it is the one that ends without a decision.*

**SBD Institute partners with leadership teams and boards
to turn time in the room into clarity, alignment, and decisive action.**

Better Meetings. Better Decisions. Better Outcomes.

Contact Us

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Executive Meeting Facilitation Services

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