



Facilitation

Making group work easy.

Engage. Collaborate. Succeed.

M Squared Strategies delivers creative facilitation services that go beyond the conflict-resolution sessions of traditional facilitators; we excel by incorporating process design, strategic alignment, and other business- and project-specific techniques to generate successful group outcomes. With expert facilitators who know how to generate collaboration and foster candid interaction, M Squared enables groups to pinpoint actionable solutions quickly.

Being part of a team that functions and achieves results is an exciting and exhilarating experience. Using a strong interest-based facilitation approach, M Squared brings the right people to the table to help leaders achieve that level of flow and competence every day with subordinates, peers, managers, and customers.

With certification and training in Mediation, Managing Workplace Conflict, Group Dynamics, DiSC Profile, and Government Meeting Planning, our facilitation service line staff is equipped to deliver results. We engage stakeholders and generate collaboration to achieve strategic management goals in less time with greater success. Our facilitation services deliver an innovative approach that addresses the challenges confronting executives today to bring the right people to the table and appropriately engage them to solve challenging problems. As a result, our facilitators deliver client satisfaction above and beyond the competition.

Strategic Results

- **Enhance organizational performance** by increasing meaningful, focused stakeholder participation.
- **Deliver stronger projects** with clear purpose, comprehensive requirements, and committed contributors.
- **Build collaborative teams** that communicate effectively, solve problems creatively, and deliver on time.
- **Move projects and programs forward** with more effective governance, improved stakeholder engagement, and customer buy-in.

Our Specialties

- Organizational Change Management
- Organizational Design
- Process Design
- Charter Development
- Strategic Planning
- Requirements Gathering
- Program and Project Management
- Performance Measurement
- Budget Analysis
- Cost-Reduction Analysis
- Boards and Councils
- Staff and Team Meetings
- Lockdowns
- Team Building
- Mediation

Full Life-Cycle Meeting Management

1 Setting the Stage

- Audience Identification
- Communications Strategy
- Message Development and Delivery
- Customer Outreach
- Communications Tracking
- Stakeholder Interviews and Analysis
- Process Design
- Logistics Management
- Participant Tracking
- Communications Planning

2 Managing the Room

- Agenda Setting
- Room Setup
- Teleconferencing
- Webinar Services (LiveMeeting, Adobe Connect, WebEx)
- Meeting Minutes and Summaries
- Action Item Capture
- Workgroup / Breakout Facilitation

3 Preserving the Record

- SharePoint Design and Management
- Standard Operating Procedure (SOP) Drafting and Implementation
- Directory and Nomenclature Development
- Information Repackaging
- Interpretation and Clarification
- Drafting and Editing

Finalizing the Deliverables

- ✓ Concept of Operations (CONOPs)
- ✓ Charters
- ✓ Organizational Charts
- ✓ Business Requirements
- ✓ Strategic Plans
- ✓ Operational Plans
- ✓ Annual Work Plans
- ✓ Performance Measures
- ✓ Scorecards
- ✓ Executive Dashboards

NAICS Codes

541430	Graphic Design Services
541511	Custom Computer Programming Services
541611	Administrative Management and General Management Consulting Services
541612	Human Resources Consulting Services
541613	Marketing Consulting Services
541618	Other Management Consulting Services
541690	Other Scientific and Technical Consulting Services
541810	Advertising Agencies
541820	Public Relations Agencies
541850	Display Advertising
541890	Other Services Related to Advertising
541910	Marketing Research and Public Opinion Polling
541990	All Other Professional, Scientific, and Technical Consulting Services
561920	Convention and Trade Show Organizers

The M Squared Advantage

- **Effective facilitators** with exceptional insight into group dynamics and federal government organization. Certified and trained in Mediation, Managing Workplace Conflict, Government Meeting Planning, and DISC Profile Assessment.
- Facilitation approach **focused on clients' strategic goals**, management priorities, stakeholder integration, and organizational buy-in.
- **Full life-cycle facilitation methodologies and support services** to include logistics management, communications planning, information analysis and capture, process design, and relationship management.
- **"Reach-back" capability** with organization design, project and IT management, financial management, and process design and improvement.

Contract Vehicles

MOBIS GS-10F-0381R
874-1 Consulting Services
874-2 Facilitation Services
874-7 Program and Project Management

DUNS Number

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