

2017

Process-Based Facilitators

Capability Statement



Company Description

Process-Based Facilitators is the culmination of years of a developing vision to create a facilitation-focused consulting group. The company grew out of the combining of two independent consulting practices by our two founders with a focus on creating a **Center of Excellence and Leadership in Facilitation**, an LLC of the same name. In 2004 we realized that an expansion of that excellence into related approaches of Facilitation, Consulting and Training was necessary to round out our facilitative approach to change.

Purpose: Process-Based Facilitators provides professionals in consulting, group facilitation, and training of group facilitators, to serve the dynamic needs of our clients and their organizations. We do this using defined professional talent, exceptionally high standards and strong business ethics to provide results-oriented business solutions.

Mission: The mission of Process-Based Facilitators is threefold:

- We provide clients with tested and proven professionals employing a broad range of methodologies, techniques, and business solutions.
- We are responsive to short notice requests from clients utilizing a world-wide network of dynamic professionals.
- We are a Center of Excellence for development and support of professional Group Facilitators.

Core Values and Principles of Process-Based Facilitators are:

Integrity - We are trusted to serve our customers best interests in all we do. We practice fairness and equity among ourselves.

Competence - Competence is expected in every endeavor we undertake. Our ability and capacity to serve the interests of the customer in our special areas of expertise are clearly evident. Our associates are selected and trained to ensure this. We are advocates for professional and ethical conduct of our profession.

Flexibility - We are a participative and flexible organization that promotes growth, change and learning. As a Center of Excellence and Leadership, we are committed to researching and developing improvements to our practice through innovative techniques.

Communications - a major facet of our success, and our basic business, is about communications excellence between individuals and groups. We are dedicated to creating clear and purposeful communications.

Service - We support socially responsible change through various outreach activities with private, public and volunteer organizations in our communities.



Key Leader

Wayne J. Vick, MBA, Executive Facilitator



Leader: Mr. Vick served the nation with 20 years of active duty service in a variety of technical, supervisory, training, and managerial roles with the U.S. Navy. He organized and operated the Mid-Atlantic Facilitators Network and directed the DC Facilitator's Workshop Series from 1995 to 2010. He is unmistakably one of the leading professional group facilitators in the United States.

Professional: Mr. Vick has assisted many organizations in a wide range of industries but has focused on federal and military agencies since 1992. He developed the unique "process-based" model of facilitation his company has used since 1999. Wayne was

designated a Certified Professional Facilitator by the International Association of Facilitators (IAF) in 2002 and was recertified in 2009.

Learner: Mr. Vick has researched and written nearly 320 articles on topics of interest to group facilitators. Research and writing is his principal method of learning. He is steadily working through a list of more than 480 topics. His articles are posted on the FacilitationCenter.com blog, and have been published in The Facilitator, the MAFN Facilitator's FlipChart, and the IAF Global Facilitator Newsletters. He is also the author of "Process-Based Facilitation" and will soon publish a companion book, "The Process-Based Facilitator's Toolkit".

Teacher: His instructional experience goes back to the 1980's but between 2002 and 2012 he taught a unique facilitation approach through the "Concepts and Practices of Group Facilitation" course. His passion for service and group facilitation leads him to help anyone seeking information about the profession or finding a professional facilitator. In 2015 he piloted the Process-Based Facilitation "Basic Facilitation Course and will pilot the Advanced concepts in Process-Based Facilitation in 2017.

Education: Mr. Vick holds a Masters Business Administration: Troy State University, a Bachelors in Management: Park University and an Associate of Science in Instructional Technologies: Regents University.

Associates include:

Charles D. Markert, PE, CPF – Co-Founder & Executive Facilitator



Mr. Markert is a Certified Professional Facilitator (CPF) of business process enhancement methodologies. He has 30 years of public sector engineering management and civil engineering facility and infrastructure design involving all aspects of facility design, planning, engineering management, as well as organization leadership, process streamlining, business process redesign and quality improvement.

Facilitator: Mr. Markert has been a facilitator since 1990 when he began facilitating his teams to greater productivity. In 1996, he began exclusively facilitating meetings, workshops, and off-sites for a wide variety of clients. His focus has been project and enterprise partnering about which he co-authored a seminal book - "Partnering In

Construction: A Practical Guide To Project Success". He also has considerable experience facilitating strategic planning, business process redesign, process mapping, and innovation.

Leader: Mr. Markert is the past Chairman of the Mid-Atlantic Facilitator Network (MAFN). He was the President of the Design & Construction Quality Institute, has served as a member of the Building Research Advisory Board.

Education: Mr. Markert hold a Bachelor of Science, Civil Engineering from Michigan State University, a Master of Science, Ocean Engineering University of Rhode Island, a Master of Public Administration from American University and a certificate for the Contemporary Executive Program, George Washington University.



Company Profile



Consulting

Process-Based Facilitators/Consultants use a Process Consulting approach that draws on many of the established models and techniques from the fields of Organization Development and Management Consulting, to deliver a powerful, process oriented methodology for significantly improving individual, group and organizational performance in Strategy Development, Reengineering, Organizational Assessments, Organizational Measurement Design, Process Mapping and Improvement, and Construction Partnering.

Experience:

Department of the Navy Test and Measurement Systems Executive Board – Present 2016: Provided consulting and facilitation support in the development of the TAMS EB Strategic Planning efforts using consensus-based methods. Facilitated three sub-committees developing mission, visioning and success metrics.

Navy Metrology R&D Program Organizational Measurement Design – Fall 2007/Winter 2008: Process-Based Facilitators consultants and facilitators have worked with the program leaders and teams to translate intent into measurable action in designing a broad based and dynamic Balanced Scorecard Measurement system for the program.

Chemical Biological Defense Metrology Support Group Strategy Development – Summer 2007: Process-Based Facilitators consultants and facilitators worked with the joint services to help the CBDMSG develop a charter and an initial Strategic Plan using the Practical Strategic Planning Methodology.

Department of the Navy Metrology R&D Program - Strategic Planning: 2003 – Present: Process-Based Facilitators consultants and facilitators have served the R&D Program with ongoing Strategic Planning events. These workshops are the cornerstone for deploying the program strategy through a Whole-team approach using a Values-Based Planning Model.

USMC Systems Command Post-Production Systems Management (PPSM) Process Mapping & Improvement: Process-Based Facilitators Consultants and Facilitators worked with the PPSM managers to design a process to identify critical processes using the IDEF-O method and to Map those processes using a Deployment Flow chart method with ISO-9001 compliant procedures.





Facilitation

Group Facilitation has been the cornerstone of our work since the 1990's. We facilitate dozens of events, large and small, for business, government & non-profit organizations each year.

The Process-Based Facilitators provides expert group facilitators, usually trained in a variety of methodologies, specialties, and experienced in different industries. Most are independently certified by the International Association of Facilitators (IAF) as Certified Professional Facilitators or are actively pursuing certification. We are also active members of the Mid-Atlantic Facilitators Network (MAFN).

We use a unique Facilitation Model designed by our founders and proven through thousands of hours of events. Our Process-Based Facilitation Model (bottom) reflects a structured and well-designed approach to facilitation complete with our own planning worksheets. This significantly adds to our value proposition by reducing the time it takes to design an event. The table below is representative of the standard effort most group facilitators undertake to develop, conduct and report on events they facilitate.

Additionally, we share our experience and extensive research, on a monthly basis, through both public and private facilitator development workshops. This continuing development approach keeps our facilitators current in field and connected to other top facilitators in the region. Our diverse network of facilitators, consultants, and coaches are the result of the years we've spent in our community networking with other professionals. We have become well known as a peer among the leaders in our industry. We are active in the IAF and we created and lead the Mid-Atlantic Facilitators Network.

Experience:

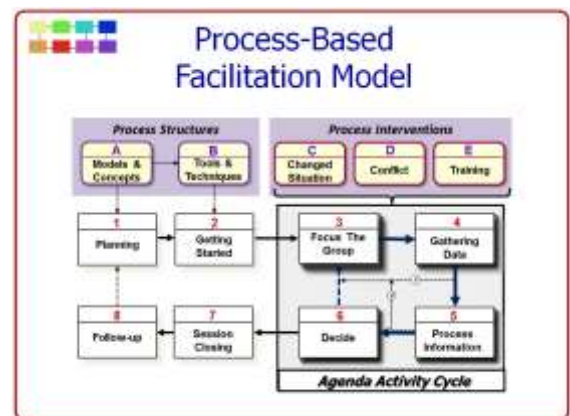
Department of Interior NBC – Focus Groups exploring Human Capital Management.

Department of Navy – Test And Measurement Systems (TAMS) Executive Board – Strategic Planning 2016 – 2017.

Department of Navy – Metrology R&D Program Fall/Winter 2008 – Measurement System Development.

DARPA Security & Intelligence Directorate – Summer 2007 - Team Development & Goal Planning.

Office of Naval Research – Naval Railgun Program – Team Development, Vision, and Engineering Plans.





Training

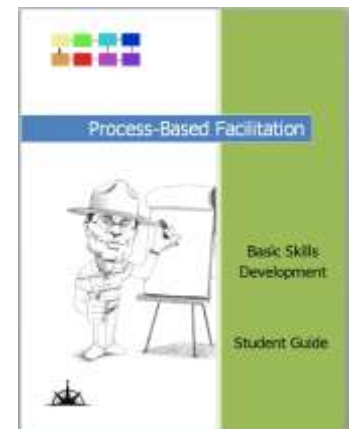
Process-Based Facilitators provides training for the development in group facilitation and facilitation-related specialty courses. Our focus is the development of Professional Group Facilitators that can, after gaining vital experience, stand for certification through the International Association of Facilitators Certified Professional Facilitator (CPF) program.

Our trainers are practicing professional facilitators that, along with the course content, add their own significant experience to create an unmatched training experience. Our courses, while detailed, are intended to be flexible and adaptive to meet the need of the

participants at the level for which they are designed. Courses include:

Process-Based Facilitation - Basic Course

This 3-day course is designed around our unique Process-Based Facilitation Model. Participants receive hands on practical applications of tools, techniques, models, and processes used by professional facilitators. You are immersed in group discussion and activities that help you learn, understand, and apply the process-based model. This course is based on Part 1 of our book "Process-Based Facilitation."



Process-Based Facilitation – Advanced Course

This 4-day course draws more on the science of understanding individuals and groups. We examine advanced methods of group facilitation and help the facilitator understand how to adapt their style and methods to meet the needs of various groups they will work with. We use three professionally developed instruments to help understand individual motivations and needs.

Ten Commandments of Effective Meetings

This is a half-day course that teaches organizational groups the things they need to do to improve their meetings to make them more effective. It presents the "Minimum" level for effectiveness and a "Step Beyond" a higher level that drives toward world class effectiveness.

Meeting Leaders Guide to Facilitating Meetings

This 2-day course teaches 5 secret models facilitators use regularly; Getting Started, "What Framework" and FEMA Discussion Frameworks, Problem Solving and Conflict Treatment, and some basic group facilitation that every meeting leader should know. Our focus provides meeting leaders, facilitative leaders, and guerilla facilitators, with the tools needed to create effective, every day, meetings.

Concepts and Practices of Group Facilitation: 4-day course

Practical Strategic Planning (PsP): 2-day course

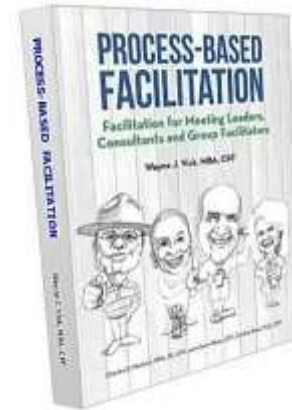


Publishing & Products

NoVA Preparedness is an independent and active publishing imprint for Process-Based Facilitators.

Books in Print

- **Process-Based Facilitation**, Facilitation for Meeting Leaders, Consultants and Group Facilitators (25 April 2015), iUniverse. The culmination of nearly 25 years of professional facilitation practice this 408 page book presents facilitation through a unique Process-Based Facilitation Model, developed in 2000, as a series of process design activities created to achieve a purpose and objectives of a planned event.
- **Emergency and Disaster Preparedness**: A prepper's guide to emergency planning for the family (01 March 2016) NoVA Preparedness, Springfield, VA. This guide explores disasters and weather issues from an individual and family preparedness perspective with a focus on planning to respond to the perceived threats in the local area.



Books in Production

At various times we may have between two and three books in the production phase.

- **The Process-Based Facilitation Toolkit**. This is a follow-on book to "Process-Based Facilitation." It contains over 550 pages of Concepts, Models, Tools, Techniques, Activities, Assessments and Worksheets used in the planning and conduct of a variety of facilitated events.
- **The Ten Commandments of Effective Meetings.**
- **Meeting Leaders Guide to Facilitating Effective Meetings.**

Books in Research and Writing

- **Situational Facilitation Styles**: Understanding and Adapting Your Facilitation Style
- **The Process-Based Facilitator's Guide to Problem Solving**

Products

Sticky Walls: Treated 5' x 12' panels of rip-stop nylon available in up to 9 colors.



Procurement

Process-Based Facilitators has works as a Prime and Sub contractor for government, (State, Local, and Federal Agencies), Commercial, and Non-Profit organizations.

Other Important Information	
Business Size	Small, Veteran Owned
CAGE Code	3FN07
TIN	
DUNS	
Point of Contact	
Wayne J. Vick	Process-Based Facilitators
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NAICS Codes	
Facilitation, Consulting, & Coaching Services	
54161	Management Consulting Services
541611	Strategic planning consulting services
541614	Process, Physical Distribution, and Logistics Consulting Services
541614	Efficiency management (i.e., efficiency expert) consulting services
541614	Productivity improvement consulting services
561920	Convention and Trade Show Organizers- Facilitators
Training Services	
611430	Professional and Management Development Training
Facilitation Products, Books, and Materials	
45411	Electronic Shopping and Mail-Order Houses

