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FACILITATION OF VIRTUAL MEETINGS ON FINANCIAL AND ECONOMIC ISSUES

***Annotation.** The essence of facilitation, its types and the secret of preparation for virtual collection are considered. The organizational issues of holding a facilitation*

session on financial and economic issues are revealed on the example of professional terminology. Proposals for the preparation of the discussion and improvement of its quality were made, which will help to reach consensus by the participants of the virtual meeting.

Key words: *facilitation, terminology, finance, economy*

Анотація. *Розглянуто сутність фасилітації, її види, секрет підготовки до віртуального зібрання. Розкрито організаційні питання проведення фасилітаційної сесії з фінансово-економічних питань на прикладі фахової термінології. Зроблені пропозиції щодо підготовки дискусії та поліпшення її якості, що сприятиме досягненню консенсусу учасниками віртуального зібрання.*

Ключові слова: *фасилітація, термінологія, фінанси, економіка*

Introduction. In the context of the Russian aggression in Ukraine and a number of circumstances in the world (political, economic, financial, personnel and other), society has faced a fundamentally new situation in all spheres of human activity.

There's a need to revise and rethink the conditions, forms and mechanisms for discussing and solving the most important issues of the existence of the world and individual countries, the life of various economic structures. This is especially true in the field of professional training of specialists on the basis of the latest educational paradigm and solving important financial and economic problems at the macro and macro levels. Therefore, the chosen research topic is quite relevant.

The purpose of the study is to develop proposals for improving the facilitation of virtual meetings on financial and economic issues at the micro level on the example of professional terminology.

To achieve the goal, it's necessary:

- to reveal the concept of facilitation;
- to display its species;
- to reveal the secret of preparation for a virtual meeting on financial and economic issues on the example of professional terminology;

- to develop layouts of special tables to reflect the opinions of scientists and practitioners on professional terminology for further processing;

- propose layouts of analytical tables to summarize different opinions on professional terminology, highlighting positive and negative characteristics.

Research Results. Such preparation will ensure the quality of the virtual meeting, deepen and broaden the discussion, facilitate the consensus of the participants of the facilitation session on financial and economic issues to clarify and improve professional terminology in the modern world.

Facilitation is a new buzzword that has been used in Ukraine not so long ago.

As noted in Wikipedia, facilitation is the organization of the process of collective problem solving in a group, which is guided by a facilitator (leader, manager). This is both a process and a set of skills that allow you to effectively organize the discussion of a complex problem without wasting time and in a short time to complete all the planned actions with maximum involvement of participants in the process [1].

A.M. Girnyk points out that facilitation is the organization in the group of the process of collective problem solving, respectively, this process is managed by a facilitator (presenter, chairman) [2].

Facilitation differs from simple management in that it's not directed in nature. While in traditional forms of management, the subject forces the group members to follow their own instructions and orders, in the case of facilitation, its subject must combine the characteristics of a manager, leader and participant in the process.

The Encyclopedia of Education notes that facilitation is a style of pedagogical communication that facilitates interaction during joint activities [3].

The concept of «facilitation» is also defined as a certain direction in the field of personal development, which is associated with the ability to promote personal development.

Facilitation as an auxiliary method is in demand in many areas of human activity and is divided into certain types. There are different opinions about the types of facilitation. Therefore we distinguish the following types (Table 1).

Types of facilitation and their characteristics

Types of facilitation	Characteristics of the type of facilitation
Social	observation and study of people's activities in the presence of outside observers
Psychological	a technique that came out of such areas as client-centered psychotherapy of C. Rogers and positive psychology. Facilitation in psychology is a transformative process, in which the leading role is played by the relationship of a person with the surrounding world
Eco-facilitation	human interaction and communication with the environment
Sports	support for teams or individual athletes to improve their performance
Pedagogical	revealing the abilities of a child, pupil, student
Facilitation in business	the phenomenon of social facilitation is actively used by facilitators in holding meetings, gatherings, round tables in companies and corporations
Facilitation in science	the phenomenon of social facilitation is actively used by facilitators in conducting scientific and practical conferences, symposia, forums at the national and international levels

In recent years, much attention has been paid to the study of each type of facilitation by domestic [4 - 12] and foreign [13 - 19] scientists. Special thematic seminars and webinars are constantly organized [20].

Facilitation in business has positive aspects:

- improving the efficiency of employees;
- increasing staff motivation;
- development of intellectual potential of employees;
- creation of a safe psychological space for specialists;
- introduction of new technologies in business.

Facilitation in science has the following positive features:

- increases the efficiency of scientific activity;
- stimulates and motivates scientists;
- promotes the development of the intellectual potential of scientists;

- creates a safe psychological space and a comfortable environment for resolving opposing opinions and proposals;

- develops the introduction of new technologies in the process of scientific research and scientific discussions in order to make new discoveries in science.

Consider the facilitation of a virtual meeting on financial and economic issues on the example of professional terminology.

To solve financial and economic issues at the macro and macro levels, first of all, it's necessary to have a special professional terminology. Therefore, when training specialists in finance and economics, when solving various financial problems, it's important to use the correct categorical apparatus. It's necessary to correctly understand special terms in the field of economics and finance.

For this purpose, it's recommended to use facilitation sessions. In the conditions of martial law in Ukraine and forced distance learning and remote work of many enterprises, as well as in the conditions of quarantine due to COVID-19 and its further modifications in the world, it's recommended to hold virtual meetings using various special techniques and methods.

Michael Wilkinson highlights the secret of preparing a virtual meeting - is the choice of appropriate technology, planning and preparation of facilitation methods so that participants can "see" what is happening in the session [13; 14, p. 349].

The number of tools that can be used for virtual meetings is constantly increasing. In Ukraine, the most commonly used platforms are Zoom, Google Meet, Skype, Viber, WhatsApp, Telegram and others.

The vision of the discussion process helps to focus the attention of the audience on the problem, minimizes misunderstandings, facilitates the discussion and improves the quality of the result.

The facilitator of the virtual meeting on financial and economic issues should:

1) personally have good knowledge of the use of the chosen virtual meeting technology;

2) to make sure that participants have a sufficient level of knowledge about the technology;

3) at the beginning of the session to brief the participants on the rules of using the selected platform;

4) to involve an assistant - a specialist in technical support of the virtual meeting, who will accompany the facilitation session from the technical side.

In preparation for a virtual meeting on financial and economic issues, it's necessary:

1) define «5Ps» (basic elements of the meeting): Purpose, Product, Participants, Possible problems, Process;

2) think through the main components of the «O-P-Q-R-S-T» session process: order of stages, technique, initial questions, documentation method, materials and time calculation (Order, Process, Questions, Record, Supplies, Timing);

3) to send information about the meeting to the participants in advance (for example, an information letter about the meeting with a list of the main areas of discussion, requirements for the design of the meeting materials, deadlines for accepting materials from the authors, a link to the meeting with a specific platform, the program of the virtual meeting, time calculation registration of participants, beginning and end of the meeting, time for speakers and speeches during the discussion, supporting materials for discussion, etc).

Before the virtual meeting it's advisable to summarize the geography of participants; to work out the statistics of institutions represented at the event; to get acquainted with the status of each participant.

Before drawing up the program of the virtual event, it's necessary to determine the composition of the main speakers - specialists in the selected issues of the meeting. To do this, you need to contact them and agree on the topics of reports (speeches).

When starting a meeting, it's advisable to use the standard «IEEI» model: Inform, Excite, Empower, Involve (IEEI).

In the process of preparing for the virtual meeting on professional terminology in the field of economics and finance, it's recommended to compile auxiliary tables to improve and deepen the discussion of the issues under discussion.

Let us consider them on the example of the study of certain categories of micro-

level financial and analytical research. Recommended layouts of auxiliary tables for the study of the category «solvency of the entity» are shown in Tables 2 - 3.

Table 2

**The essence of solvency of a business entity
(recommended layout)**

№	Author	Author (authors) of the work, its title, publisher, year of publication; name of the legislative and regulatory (administrative) document, its number, year of approval	Determination of solvency
2000 – 2009			
1			
2			
...			
2010- 2019			
1			
2			

2020 – to the present time			
1			
2			

Table 3

**Groups of opinions on determining solvency
business entity and controversial questions
(recommended layout)**

№	Authors	Determination of solvency	Discussion questions
1			
2			
...			

It's advisable to send the developed tables to the participants of the virtual meeting in advance for review and preliminary processing. This will provide an opportunity to more effectively conduct the facilitation session and find the right option to clarify and improve the financial and economic categories. Similar auxiliary tables are recommended for each financial and economic category that requires discussion in order to improve and clarify it.

A similar format of auxiliary tables was developed by L.A. Lakhtionova for scientific research and writing monographs [21 - 22].

Today, taking into account the political, economic and other spheres of life of Ukrainian and world society, the above format is recommended for the preparation and

holding of virtual meetings on financial and economic issues. Such auxiliary documentation helps to save time of the virtual meeting, enhances the level and quality of the discussion, and creates a fruitful basis for a scientifically sound solution of problematic issues.

A similar approach is also recommended in the organization of virtual meetings in various fields of activity.

When solving problematic and controversial issues, the final decision should also be displayed in the form of a table or figure (Fig. 1).

Solvency of a business entity (clarified and improved)	
Determination of solvency of a business entity	Rationale clarified and improved definition solvency of a business entity
Solvency is a ...	1.
	2.
	...

Fig. 1. Determining the solvency of a business entity

At the end of the virtual meeting, the facilitator must summarize and announce the results.

Upon completion of the virtual meeting, it's necessary to draw up the final materials of the event in the form of a report (recommendations, collection of materials, scientific and practical or scientific journals).

The scenario plan and checklist of preparation for the virtual meeting will depend on its scale. It can be a virtual meeting of a single enterprise, several enterprises, association, industry, region, country (for example, all-Ukrainian level), with the involvement of foreign participants (international level). Therefore, the conclusions of the virtual event may have a different format.

Conclusions. Thus, facilitation is a process of assisting a group to accomplish a task, solve a problem or reach an agreement to the mutual satisfaction of the participants; a process that allows to effectively organize the discussion of a complex problem or meeting.

The facilitation process leads to:

- increase the efficiency of group work;
- increase the involvement and interest of participants in the virtual event;

- better unlocking the potential of the session's specialists;
- achievement of scientifically grounded solution of practical important tasks.

The proposed format of preparation and holding of virtual meetings on financial and economic issues on the example of professional terminology is also recommended in the organization of virtual facilitation sessions in various spheres of human activity at the national and international level.

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