

# Facilitating Meetings with Ease

Toronto: March 28-29, 2017

## Workshop Overview

*Facilitating Meetings with Ease* is by far our most popular foundational workshop. In this highly interactive two day workshop, we equip learners with the tools, techniques and templates needed to lead meetings that are on time and on target. Whether you're new to facilitation or have years of experience, this workshop provides a unique opportunity to enhance your mastery of any group situation.

## Who Should Attend

- Project Managers – Earn 14 PDU's (PMI)
- Process or Quality Improvement Agents
- Consultants (internal or external)
- Professionals who need to increase buy-in and decrease resistance in group settings
- Managers of any level who run meetings
- Six Sigma and Lean Professionals
- Team Leaders
- Human Resources Professionals
- Business Analysts



## Learning Outcomes

<b>Managing Yourself, the Facilitator</b>	3 hours
<input type="checkbox"/> Learn the role and beliefs of the facilitator in the context of creating powerful meetings that engage, inspire and achieve outcomes	
<input type="checkbox"/> Embrace the 5 core facilitation practices to foster highly collaborative group dynamics	
<input type="checkbox"/> Understand the importance of 'process' versus 'content' in driving balanced group dialogue	
<input type="checkbox"/> Learn the importance of maintaining 'facilitator neutrality' in creating trust within the group	
<input type="checkbox"/> Utilize a structured approach to giving and receiving feedback from peers and trainers	
<b>Managing the Meeting Process</b>	7.25 hours
<input type="checkbox"/> Recognize the importance of making your meetings POP - defining 'purpose', 'outcome' and 'process'	
<input type="checkbox"/> Learn how to effectively prepare for, design, start, manage and end a meeting	
<input type="checkbox"/> Understand the five most used decision-making options from 'delegation' to 'consensus building'	
<input type="checkbox"/> Learn the four- step consensus building process, including creative brainstorming techniques and prioritization	
<input type="checkbox"/> Understand how to test for agreement and what 'consensus' really means	
<b>Managing the Group Dynamics</b>	4.25 hours
<input type="checkbox"/> Explore techniques that minimize group resistance	
<input type="checkbox"/> Understand how to proactively establish and referee group norms to minimize conflict	
<input type="checkbox"/> Learn a myriad of engagement tips and techniques to optimize group participation	
<input type="checkbox"/> Gain clarity as to when and how to intervene when conflict threatens meeting outcomes	

## Participants Receive

- A workbook filled with templates, reminders and methods they can refer to when transitioning new skills to the meeting room
- A Reference Text – 'Facilitating With Ease' by Ingrid Bens – filled with 240 pages of pragmatic tips, tools and techniques
- 14 PDU's through PMI

This program is endorsed by:



# Facilitating Meetings With Ease

## Workshop Details



For over twenty-five years Facilitation First has been top of mind for companies requiring professional facilitation services and facilitation skills training. We specialize in helping leaders and subject matter experts expand their competency to include meeting facilitation. With thousands of participants rating the course an average 4.5 out of 5, we provide an experiential workshop that equips learners with simple yet powerful tools that they can apply in their very next meeting. We're not interested in just helping you run better meetings – we're interested in helping you become a great collaborative leader!

**Dates:** March 28 & 29, 2017

**Location:** 20 Bay Street, Suite 1100, Toronto, ON

**Times:** 8:30 am - 5:00 pm

**Fee:** \$1200 + HST ask about our discounts

### What Some of our Clients Are Saying...

*"Susan is a stellar instructor/facilitator! She really practices what she preaches, it's great to see the tools/practices at work/in action."*

Sarah Lewis, Seneca College

*"Excellent program, excellent instructor! Very useful tips and techniques and reflections on how to apply them."*

Zahra Tharani - YRDSB

*"This program was excellent! Susan was a very engaging/energetic instructor. I am excited to go back to the office and utilize all of the facilitation tools."*

Rachel Twohey – LHSC London Health Sciences Centre November 2012

### About Your Trainer: Susan Gregory

Susan Gregory is a meeting facilitator and corporate trainer. She specializes in facilitating sessions that are well structured in order to lead to the results desired by her clients. Susan has a strong business background that allows her to relate to professionals working in different industries and at all levels of an organization. She has delivered courses in Europe, the Middle East and North America, and has the ability to relate to diverse audiences. Before working in the training industry, Susan worked in various roles in the telecommunications industry in the UK and New Zealand. While managing multi-million dollar products and projects, Susan became interested in how she could learn new skills to succeed at work, enjoy her job, and reduce stress. Susan's corporate background reflects the ability to relate training to business objectives to increase profits, reduce overheads and streamline processes. Susan believes that creating a fun and dynamic learning environment enhances the ability of participants to learn and be inspired to apply new business skills following the courses that she leads.



Participants earn fourteen Professional Development Units through the Project Management Institute upon course completion (10 Leadership and 4 Strategic and Business Management). Facilitation First has been a Registered Education Provider since 2006 and our current Provider rating is 92.39% (average rating for all providers is 85.61%).