

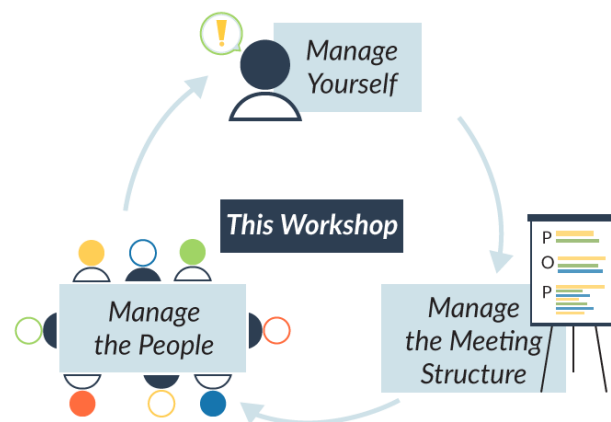
Facilitating Meetings with Ease

Winnipeg: October 17-18, 2017

We're all spending so much time in meetings and are being asked to achieve crucial goals that meeting process facilitation is fast becoming a core competency for anyone who's on a team, leads a task force, heads up a committee or manages a department. 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. Learn essential skills from certified, veteran trainers who have taught meeting facilitation skills for years. Experience a dynamic and totally interactive learning environment.

The Learning Opportunity:

- Gain a clear understanding of the roles, core values and behaviors of meeting facilitators
- Work with powerful process tools and techniques
- Develop your confidence in handling resistance and dysfunctional behaviors
- Receive personal feedback and coaching
- Practice new tools in a safe learning environment



Who Should Attend:

- Project managers – earn PDUs!
- Managers of any level who run meetings
- Professionals who need to increase buy-in and decrease resistance in group settings
- Six Sigma and Lean Professionals
- Internal Consultants
- Team Leaders
- Business Analysts

Workshop Agenda:

Module One - Introduction to Facilitation

- Roles, Beliefs and Purpose of a Facilitator
- The Five Core Facilitation Practices
- Balancing Process and Content
- The POP Technique
- Facilitation #1: Checking-In

Module Two - Introduction to Meeting Management

- Facilitation #2: Terrible Meetings
- Giving & Receiving Feedback
- Tips for Running Great Meetings
- Prep Tools and Exercises
- Start Tools and Techniques
- Facilitation #3: Setting Group Norms
- How Neutral do Facilitators have to be?

Module Three - Introduction to Decision Making Techniques

- Facilitation #4 and #5: Moving On Up!
- The Four Step Consensus Building Process
- Introduction to Creative Diverging Tools
- Facilitation #6: Diverging Exercise
- Introduction to Converging Tools
- Facilitation #7: Converging Exercise
- Tips For Ending Great Meetings
- Testing For Agreement and the Hallmarks of Consensus

Module Four - Introduction to Group Conflict Management

- Conflict Management Video: It's Our Space
- Facilitator Conflict Management Techniques
- Intervention Language Scenario Exercise and Rounds
- Conflict Fish Bowl Exercise (if time permits)

Facilitating Meetings With Ease

Workshop Details

For almost 20 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our *Facilitating Meetings with Ease* workshop has been honed by Ingrid Bens, author of the national bestselling books 'Facilitating with Ease' and 'Facilitation at a Glance!'. 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 next meeting.



What You'll Receive

You leave our workshop with the tools you need to combat wasted meeting resources. You get access to online customizable templates, a textbook filled with meeting designs and intervention techniques, and the personal feedback and coaching from participants and the trainer. Our certified trainers are 'facilitators first,' who bring this real-world experience to the classroom.

Dates: October 17-18, 2017

Location: Delta Hotel Winnipeg, 350 St Mary Ave., Winnipeg, MB

Times: 8:30 am - 5:00 pm

Fee: \$1,200 + Taxes

Trainer: Michael Goldman

To Register: e-mail info@facilitationfirst.com

What Some of our Clients Are Saying...

"This workshop was a carefully perfected blend of content, process and opportunities to practice in a safe and supportive environment that encouraged risk taking and reflection. Top shelf!"

Monica Wand, Vice Principal, York Region District School Board

"This training shocked, amazed and inspired me. After just two days, I feel equipped to bring operational improvements to my organization."

Joe Crampton, VP Product, BPS Resolver



About Your Trainer: Michael Goldman

Michael is a passionate advocate of the facilitative leadership revolution. He has trained thousands of managers and leaders to run more collaborative and productive meetings. As the president of Facilitation First, Michael has honed his expertise in helping project teams embrace change, take accountability and follow-through on actions. Michael's experiential facilitation programs guide individuals to become effective relationship managers through the use of simple yet powerful participatory tools.

Michael has been a key meeting facilitator with GS1, Canadian Standards Association, several healthcare organizations (LHIN, HRRH, etc.), banks (Scotiabank, TD, BMO and MAAWG (an international ThinkTank). Since 1992 Michael has professionally designed, customized and facilitated strategic planning, team interventions, and leadership development workshops for over fifty Fortune 500 companies around the world. Participants have varied from shop floor workers to senior executive teams, from First Nations leaders to the financial sector.



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%).