

# Facilitating Meetings with Ease

## Two Day Workshop - October 24 & 25, 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:** October 24 & 25, 2017

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

**Trainer:** Patty Schachter

**Location:** The Kahanoff Centre, 105 12th Ave. SE, Ste 200

Calgary, AB

**Fee:** \$1,200 + HST ask about our discounts

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

*"I was truly able to connect the learning to real work situations and have learned tools to better resolve issues."*

Rishi Mani, KPMG

*"Patty's session was great! She was clear, engaging and used helpful examples to make her points. I liked the mix of theory and practice."*

Jennifer Muir, Thought Dot Marketing

*"Patty Rocks. Beyond facilitation, this course can be applied in a multitude of situations at work & life."*

Sandra Sweet, Calgary Fire Department

### About Your Trainer: Patty Schachter (CFFT, CEP, CEC)

Patty Schachter is a Professional Facilitator, a Business Excellence Consultant, and a Certified Executive Coach. By combining these finely-honed skills with nearly 30 years extensive operational and leadership experience, Patty has helped numerous organizations, teams and individuals in private, public and not-for-profit sectors improve their effectiveness and performance. Customer Service, Process Redesign and Strategic Planning are her three key areas of expertise.

Patty was also on faculty at the Banff Centre for nearly ten years, teaching two of their week-long Leadership Development programs: Team Leadership and Facilitation Skills, and Leading and Managing for Results. From developing Balanced Scorecards for measurement to coaching for optimal performance, Patty taught most of the essential leadership skills to hundreds of participants. Whether one-on-one or team coaching, Patty is committed to helping others make a significant contribution in the area of their interest.



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%).