

# Facilitating Meetings with Ease

Two Day Workshop - November 20-21, 2017 - Regina, SK

## 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:** November 20-21, 2017

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

**Trainer:** Monica Wagner

**Location:** Conexus Arts Centre, 200 Lakeshore Dr  
Regina, SK

**Fee:** \$1,200 + GST Ask about our discounts

**To Register:** e-mail: [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

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

*"Monica was an excellent instructor and group facilitator. She kept the class moving along at an appropriate pace, focused on the core principles of facilitating with ease, ensuring we had a clear understanding of the material so we could begin to apply it immediately in our workplace."*

Ryley Slywka, City of Regina

*"Monica provided in-depth real life situations. She referenced the "Ease" resource thoroughly and provided great feedback on how to improve/modify my skills. This course (Facilitation First) is highly recommended to anyone who wants to learn/improve facilitation."*

Britney Fulton, City of Regina

### About Your Trainer: Monica Wagner

Monica Wagner is a Corporate Consultant with a passion and experience for helping individuals and teams at all levels of management strategically achieve the desired outcomes of their plans and events. Monica brings forward creative and innovative solutions in all her facilitation designs when working with both corporate or nonprofit groups.

As well as being a Certified Professional Facilitator with the International Association of Facilitators and having provided facilitation expertise for over 12 years, Monica also works to advance knowledge and connections for Farm Credit Canada's business relationships. She has been involved in the agriculture industry for over 25 years. She has led online webinars with external speakers, facilitated events, moderated and managed content and collaboration of online networks while contributing to the strategy and change management of those networks.



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%).