Facilitating Key Project Meetings
Workshop Overview

Background:

Whether you are new to Project Management or a savvy manager or facilitator of project teams, you know that project management is about influencing others. And most of that influence happens in a series of meetings.

Are your meetings dynamic, two-way interactions with other professionals where problems are solved and decisions made? Or are your meetings static, boring and frustrating? This course provides the key skills needed to design and facilitate the meetings essential to project success.

The Learning Opportunity:

The course provides two breakthroughs in learning. First, you will learn how to design meetings that work. You will see the process design process demonstrated and then use templates and models to design your own high-quality meetings. Second, you will experience leading key project meetings the way they should be led. Every participant will both design and facilitate their own meetings, and receive peer and instructor feedback on their strengths and areas for improvement.

Participants carry away not only the experiences, feedback and models needed to facilitate project meetings. They also receive a workbook that is unique in the industry in that it contains custom meeting processes for the five key project management meetings: stakeholder interviews, project kick-off, project working committee, project steering committee, and post-implementation review.

Who Should Attend:

The primary audience for this course will be project leaders (managers, coordinators) and facilitators who advise or assist project leaders in meeting design and/or facilitation. Project Sponsors and other key stakeholders in projects will also be interested, because these skills and tools will allow them to ensure high quality project meetings.

Course Agenda:

- Purpose, outcome and learning objectives
- Our approach and the course map
- Review of Project Management
- Review of Facilitation
- Designing Facilitated Meetings
- Meeting Norms
- Designing Key Project Meetings
- Review of Designs
- Facilitation of Key Project Meetings

- Recap Day One Learning
- Techniques for Optimizing Decision Making
- Level of Empowerment in Meetings
- Techniques for Maximizing Engagement
- Influencing Tips and Techniques
- Managing Conflict in Meetings
- Implementing Your Learning
- Q&A on Process Design and Facilitation
- Implementation Action Planning
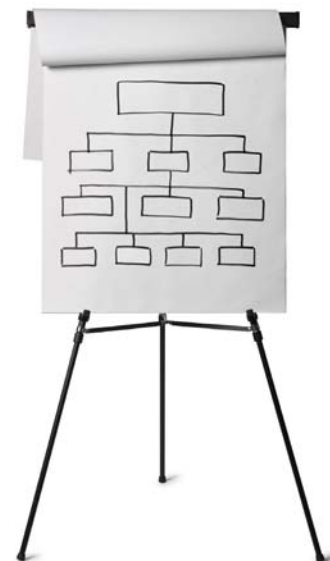
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Workshop Outcomes

Day One Learning Outcomes

Module One - Review

- Recap the key elements of project management
- Recall the five key meetings and what makes them important in the project management process
- Recall and review seven key elements of facilitation skills

Module Two - Design

- Clarify the importance of process design in creating successful facilitated meetings
- Learn a simple and quick method for determining consensus in groups (to facilitate decision making)
- State the importance of meeting norms in laying a foundation for meeting success, and specify how to create both structural and interpersonal norms
- List the five key project meetings and state how each one contributes to successful project outcomes
- Design the process for facilitating each of the five key meetings, given a template and suggested steps for a meeting process
- Incorporate peer review and instructor comment into improvement of designs

Module Three - Facilitation Practice/Feedback

- Review tips and traps in the facilitation of key project meetings
- Practice facilitation of key project meetings

Day Two Learning Outcomes

- Select learnings from Day 1 and plan for incorporation of these into professional practice
- Learn three techniques for optimizing decision making
- State a way to categorize and create awareness of the level of empowerment in meetings
- Demonstrate five techniques for maximizing engagement in project management meetings
- Describe the need to influence without power as a project leader or project meeting Facilitator and demonstrate three influencing tips and techniques (with reference to a list of such techniques)
- List six ways of managing conflict in meetings
- Create a personal implementation plan for incorporating your learning into practice
- Record answers to peer questions/cases on process design and facilitation

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