

Facilitating Meetings that Work

One Day Workshop

Workshop Overview

Research indicates that as many as 50% of meetings are considered unproductive.¹ If your role requires you to lead meetings to manage a project, gain input, solve problems or make decisions, having a foundation in meeting facilitation skills is critical to your success. In this highly interactive one day workshop *Facilitating Meetings that Work*, we introduce participants to the core facilitator practices, meeting preparation tools and techniques, and the consensus building process.

Whether you want to adopt a more collaborative approach to conversations or need to reach your meeting objectives more often, this one day workshop introduces participants to must-have tools to structure and lead productive meetings.

Who Should Attend

Anyone one who leads meetings.

Learning Outcomes



Managing Yourself, the Facilitator	2.75 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"/> Utilize a structured approach to giving and receiving feedback from peers and trainers	
Managing the Meeting Process	2.85 hours
<input type="checkbox"/> Recognize the importance of making your meetings POP - defining 'purpose', 'outcome' and 'process' in creating meeting context	
<input type="checkbox"/> Learn how to effectively prepare for, design, start, manage and end a meeting	
<input type="checkbox"/> Learn the four- step consensus building process, including creative brainstorming techniques and how to prioritize options	
<input type="checkbox"/> Understand how to test for agreement and what 'consensus' really means	
Managing the Group Dynamics	1.5 hours
<input type="checkbox"/> Learn a myriad of engagement tips and techniques to optimize group participation	
<input type="checkbox"/> Understand how to pro-actively establish and referee group norms to minimize conflict	

Participants Receive

- A workbook filled with templates, reminders and methods they can refer to when transitioning new skills to the meeting room
- A Pocket Guide – 'Facilitation At A Glance' by Ingrid Bens – filled with meeting processes and additional learning

¹ Robert B. Nelson and Peter Economy, *Better Business Meetings* (Burr Ridge, IL: Irwin Inc, 1995), 5. Retrieved from www.effectivemeetings.com/meetingbasics/meetstate.asp