

# Facilitating Meetings that Work

## One Day Workshop

### Workshop Overview

Research indicates that as many as 50% of meetings are considered unproductive.<sup>1</sup> 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



|   |            |
|---|------------|
| <b>Managing Yourself, the Facilitator</b>   | 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   |            |
| <b>Managing the Meeting Process</b>   | 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   |            |
| <b>Managing the Group Dynamics</b>  | 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

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