

Facilitating Meetings with Ease

Two Day Workshop - November 21 & 22, 2018 - Edmonton, AB

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

Managing Yourself, the Facilitator	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	
Managing the Meeting Process	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	
Managing the Group Dynamics	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 21 & 22, 2018

Times: 8:30 am - 5:00 pm

Trainer: Patty Schachter

Location: Radisson Hotel Edmonton South, 4440 Gateway Blvd., Edmonton, AB

Fee: \$1,225 + GST 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

"This was one of the most organized, interactive courses I have ever taken. Perfect balance between instruction and practice. Good peer feedback as well."

Biran Hall, AIAG

"This has been one of the most impactful and useful courses that I have been to. Well done!"

Elizabeth Lambert, KPRDSB

About Your Trainer: Karen Ryan, Senior Facilitator

Karen Ryan is one of Facilitation First's Senior Meeting Facilitators and Corporate Trainers. She has worked extensively in the Oil and Gas and Energy sectors in Calgary in Leadership and Organizational Development roles for over 25 years. Karen's consulting and facilitation work has included systemic/strategic management, organizational culture shifts and change initiatives, leadership and team development, organizational problem solving, and continuous improvement processes.

Karen holds a graduate degree from the University of Calgary and has been a guest lecturer for Grant MacEwan College in Edmonton and the University of Calgary Management Development Program. She was a faculty member of the Banff Centre (22 years) for their Leadership Development's Leadership Challenge program and a course designer and faculty on a number of the Centre's customized programs.



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%).