

# Facilitating Meetings with Ease

Edmonton: October 28 & 29, 2019

We're all spending so much time in meetings and are being asked to achieve crucial goals that meeting process facilitation is fast becoming a core competency for anyone who's on a team, leads a task force, heads up a committee or manages a department. 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. Learn essential skills from certified, veteran trainers who have taught meeting facilitation skills for years. Experience a dynamic and totally interactive learning environment.

## The Learning Opportunity:

- Gain a clear understanding of the roles, core values and behaviors of meeting facilitators
- Work with powerful process tools and techniques
- Develop your confidence in handling resistance and dysfunctional behaviors
- Receive personal feedback and coaching
- Practice new tools in a safe learning environment



## Who Should Attend:

- Project managers – earn PDUs!
- Managers of any level who run meetings
- Professionals who need to increase buy-in and decrease resistance in group settings
- Six Sigma and Lean Professionals
- Internal Consultants
- Team Leaders
- Business Analysts

## Workshop Agenda:

### Module One - Introduction to Facilitation

- Roles, Beliefs and Purpose of a Facilitator
- The Five Core Facilitation Practices
- Balancing Process and Content
- The POP Technique
- Facilitation #1: Checking-In

### Module Two - Introduction to Meeting Management

- Facilitation #2: Terrible Meetings
- Giving & Receiving Feedback
- Tips for Running Great Meetings
- Prep Tools and Exercises
- Start Tools and Techniques
- Facilitation #3: Setting Group Norms
- How Neutral do Facilitators have to be?

### Module Three - Introduction to Decision Making Techniques

- Facilitation #4 and #5: Moving On Up!
- The Four Step Consensus Building Process
- Introduction to Creative Diverging Tools
- Facilitation #6: Diverging Exercise
- Introduction to Converging Tools
- Facilitation #7: Converging Exercise
- Tips For Ending Great Meetings
- Testing For Agreement and the Hallmarks of Consensus

### Module Four - Introduction to Group Conflict Management

- Conflict Management Video: It's Our Space
- Facilitator Conflict Management Techniques
- Intervention Language Scenario Exercise and Rounds
- Conflict Fish Bowl Exercise (if time permits)

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## Workshop Details



For almost 20 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our *Facilitating Meetings with Ease* workshop has been honed by Ingrid Bens, author of the national bestselling books 'Facilitating with Ease' and 'Facilitation at a Glance!'. 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 next meeting.

### What You'll Receive

You leave our workshop with the tools you need to combat wasted meeting resources. You get access to online customizable templates, a textbook filled with meeting designs and intervention techniques, and the personal feedback and coaching from participants and the trainer. Our certified trainers are 'facilitators first,' who bring this real-world experience to the classroom.

**Dates:** October 28 & 29, 2019

**Location:** Radisson Hotel Edmonton South

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

4440 Gateway Blvd., Edmonton, AB

**Trainer:** Karen Ryan

**Fee:** \$1,395 + GST

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

### 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



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%).

