

Facilitating Meetings with Ease

Montreal: May 4 & 5, 2020

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.

What Some of Our Clients Are Saying...

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

Brian Hall - AIAG

"The most exciting impact from the training is that each committee is now able to move through each strategic initiative more quickly, achieving more in less time."

Heidi Cheung BC Clinical

Dates: May 4 & 5, 2020

Location: Le Nouvel Hotel

Times: 8:30 am - 5:00 pm

1740, boul. René-Lévesque Ouest Montreal, QC

Trainer: Frederick Tobin

Fee: \$1,395 + GST

To register: E-mail carissa@facilitationfirst.com

About Your Trainer: Frederick Tobin



Frederick is a bilingual Management coach, facilitator and consultant with over 15 years of experience in the development of high potential individuals, work groups and customer focused organizations.

Recognized for his ability to engage people at all levels of the organization, Frederick has mobilized teams and individuals to find concrete solutions that enhance productivity, improve communications and workplace climate.

Frederick has been a guest lecturer at Concordia's John Molson School of Business and UQAM's École des sciences de la gestion. He is currently a lecturer in the Department of Applied Human Sciences at Concordia.



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%).