

# Facilitating Meetings with Ease

Toronto: October 6 & 7, 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.

Dates: October 6 & 7, 2020

Location: 20 Bay Street, Suite 1100 Toronto, ON

Times: 8:30 am - 5:00 pm

Fee: \$1,395 + HST Book the next step of your training, [Facilitating Through Conflict](#) on November 25 and save 10%!

Trainer: Rita Gupta

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

### What Some of our Clients Are Saying...

*"This workshop was a carefully perfected blend of content, process and opportunities to practice in a safe and supportive environment that encouraged risk taking and reflection. Top shelf!"*

**Monica Wand, Vice Principal, York Region District School Board**

*"This training shocked, amazed and inspired me. After just two days, I feel equipped to bring operational improvements to my organization."*

**Joe Crampton, VP Product, BPS Resolver**

### About Your Trainer: Rita Gupta



Since 2005 Rita has facilitated over 100 sessions with project teams. During that time, she has gained experience with a wide variety of facilitation techniques and processes, adapting to changing situations and the needs of the group.

As a Certified Facilitation First trainer, Rita brings her unique blend of project management and professional facilitation experience to the workshops she leads providing great insight and a unique perspective to in class discussions. Rita is a strong believer in developing working partnerships. Prior to any meeting or workshop she facilitates, Rita will work closely with her client stakeholder groups to ensure her proposed process will meet the needs of the group. When facilitating, Rita is always thinking of alternative action plans for each process step based on the possible outcomes of the previous task. Our clients consistently tell us that Rita is skilled at helping groups to synthesize patterns and trends, identify root causes and reach consensus.

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%).

