

Facilitating Meetings that Work

Toronto: November 24, 2020

Workshop Overview

Research indicates that as many as 50% of meetings are considered unproductive.¹ 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



Managing Yourself, the Facilitator	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	
Managing the Meeting Process	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	
Managing the Group Dynamics	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

¹ Robert B. Nelson and Peter Economy, *Better Business Meetings* (Burr Ridge, IL: Irwin Inc, 1995), 5. Retrieved from www.effectivemeetings.com/meetingbasics/meetstate.asp
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Facilitating Meetings That Work

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 pocket guide 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: November 24, 2020

Location: 20 Bay Street, Suite 1100 Toronto, ON

Fee: \$795 + HST

Times: 8:30 am - 5:00 pm

For those who are registering for both [Facilitating Meetings that Work](#) and [Facilitating Through Conflict](#) on November 25th, the combined fee will be \$1,395 + HST

Trainer: Rita Gupta

To Register: E-mail carissa@facilitationfirst.com

What Some of our Clients Are Saying...

"Great learning experience with a good mix of theory, tips and on the spot opportunities to practice!"

Katharine Evans, Partner, Boreala Management

"Rita was fantastic! Such great learning. Feeling more confident"

Carolyn Lamy, Vice Principal, York Region District School Board



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 seven Professional Development Units through the Project Management Institute upon course completion (5 Leadership and 2 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%).