

Facilitator's Design Tool Kit

Toronto: November 26, 2020

As a facilitator, you own the meeting process design – the series of deliberately sequenced activities intended to lead to projected outcomes. Yet one of the most challenging skills for a developing facilitator is learning which process tools or activities to use for a particular meeting and in what order? How do you create a natural flow to the dialogue, build trust and fully leverage the expertise in the room?

In this one-day workshop participants will explore the critical elements of great meeting design and expand their “toolkits” by learning and practicing highly engaging, proven process tools and techniques. Based on the class's needs, we will delve into problem solving, consultative feedback, ideation or decision making processes that can be applied in your very next meeting.

The workshop has also been designed to utilize a curated collection of some of our favourite techniques!

Please note: Participants must have completed the two-day Facilitating Meetings With Ease (or comparable program) to attend.



The Learning Opportunity

- Gain a deeper understanding of facilitation best practices
- Learn the core elements of great meeting design
- Expand your personal facilitator's toolkit with clarity around which tool to use in a variety of different meetings
- Practice using our simple tools and templates

Agenda

Module One – The Facilitator: Core Facilitation Review and Elements of Great Process Design

- Introductions and review of the importance of warm-ups
- Review of Core Facilitation Skills while practicing “wandering flipchart” Exercise
- Process Design Review – Taking Meeting Design from good to great

Module Two – Structuring the Meeting

- Process Design Elements including a clarity of purpose and outcomes, timing, scripting, bridging, co-facilitation best practices
- Setting Context to frame the meeting for success
- Tools Review Exercise: Work with an array of meeting scenarios and choose the best tools to achieve outcomes

Meeting Design Symposium

- Participants will come to class with a “real” meeting design for an upcoming meeting and each group will select one to review and enhance, applying tools and techniques learned throughout the day
- All meeting designs will be shared amongst the group, adding to your personal toolkit

This workshop is one of the requirements for our [Facilitative Leadership Certificate Program](#)

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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!

Date: November 26, 2020 **Times:** 8:30am - 5:00pm **Location:** 20 Bay Street, Suite 1100 Toronto, ON

Trainer: Michael Goldman **Fee:** \$795 + HST **To Register:** Email carissa@facilitationfirst.com

What Some of our Clients Are Saying...

"Every time you have facilitated a session for my members, it has been a milestone in the advancement of my program. Your guidance, skill for working through difficult issues, and your energy has been invaluable. I look forward to the next time!"

Mary Cianchetti, President, Standards at CSA Group

"What a great bloke to work with, Mike can take the most sceptical person with regard to facilitation and make them into a total convert. Mike started working with me at MAAWG when we needed to make significant change to some very important parts of our ideas incubation processes and it paid massive dividends. Many of the members of MAAWG have taken away significant learnings on how to facilitate large group meetings. I would work with Mike any time, he cannot be recommended highly enough"

Michael O'Reirdan, Chairman Emeritus, Messaging Malware and Mobile Anti-Abuse Working Group (MAAWG)

About Your Trainer: Michael Goldman

Michael is a passionate advocate of the facilitative leadership revolution. He has trained thousands of managers and leaders to run more collaborative and productive meetings. As the president of Facilitation First, Michael has honed his expertise in helping project teams embrace change, take accountability and follow-through on actions.

Michael's experiential facilitation programs guide individuals to become effective relationship managers through the use of simple yet powerful participatory tools. Michael's extensive list of clients includes Petro-Canada Lubricants, Hatch, M3AAWG Messaging Anti-Abuse Working Group (a global Association comprised of companies such as AOL, PayPal, Cisco Systems Inc. etc.), GS1, the Canadian Standards Association, Scotia Bank, TD Bank, and several Professional Associations. To date, he has edited four best-selling books on facilitation and teaming and has contributed many articles focused on facilitation to national publications.

