

Facilitating Virtual Meetings that Work

Delivered Virtually Via Zoom: September 23 & 24, 2020

Workshop Overview

Research indicates that as many as 50% of meetings are considered unproductive. If your role requires you to lead virtual 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 Virtual 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 virtual meetings.

Workshop Purpose: To ensure participants have the foundational tools and confidence to engage in facilitating most types of virtual meetings.

Workshop Outcomes:

You will leave this workshop with...

- A framework for facilitating all virtual group meetings (video and teleconferences)
- Practical experience with using concrete process tips and tools in a virtual meeting environment
- A strategy for overcoming specific breakdowns in virtual groups

Agenda

Part One: Half Day

Module 1: Introduction to Facilitation

- Essential Roles of Meeting Leaders
- The Roles of the Facilitator
- The Five Core Facilitation Practices
- Partner Facilitation Exercise & Feedback

Module 2: Tips for Preparing and Starting Great Meetings

- The POP Technique
- Defining the Purpose & Outcome Exercise
- Tips for Preparing Great Meetings
 - The Meeting Prep Checklist
 - Process/Agenda Templates
 - Engagement Techniques and Exercise

Part Two: Half Day

- Tips for Starting Great Meetings
 - Setting the Context Overview
 - Introduction to Norms
 - **Group Facilitation:** Creating Norms Process
 - Refereeing the Norms Exercise
 - Testing for Agreement

Module 3: Tips for Managing and Ending Great Meetings

- Tips for Managing Great Meetings
 - 4-Step Consensus Building Process
 - Diverging Virtual Idea Generation Techniques
 - **Group Facilitation:** Diverging Exercise
 - Converging Tools
 - **Group Facilitation:** Converging Exercise Using Impact-Effort Grid
- Conflict Management Tool and Intervention Language Exercise
- Tips for Ending Great Meetings
- Learning Round-Up



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Workshop Details



For over 25 years, Facilitation First has been top of mind for companies requiring facilitation services and facilitation skills training. We specialize in helping leaders and subject matter experts transition to the role of meeting facilitator, where a detailed process guides discussions ensuring better decisions, outcomes and optimum participant engagement. Having trained thousands of satisfied participants, Facilitation First is known for providing a proven, highly interactive learning experience that gives attendees simple yet powerful tools that they can apply in their very next meeting.

Maximize Your Learning Experience

To ensure that everyone can fully participate in the workshop, all participants will be required to join a 10-15 minute "tech-check" before the workshop. During this session, we will ensure everyone has the correct version of Zoom (downloadable for free) and is familiar with key functionality that will be used. Please note that each participant must join individually using their computer webcam and mic as this workshop does not support multiple participants in a meeting room.

Participants Receive

- A workbook filled with templates, reminders and methods they can refer to when transitioning new skills to their meetings.
- Tips and techniques for leveraging engagement tools on Zoom

Date: September 23 & 24, 2020

Location: Zoom link to be provided. Download this application for free at [Zoom.us](https://zoom.us)

Times: 1:00 pm - 5:00 pm EST

Fee: \$695 + HST 5% off for 2-4 and 10% off for 5+ participants

Trainer: Kevin Quinn

To Register: E-mail info@facilitationfirst.com

About Your Trainer: Kevin Quinn



Kevin provides expert meeting facilitation, especially as a teacher and troubleshooter of these skills. His expertise includes teaching people on how to deal with difficult stakeholders, how to negotiate to get results and how to use creative problem solving with individuals & teams. He has mentored and taught business and thought leaders in the public and private sector in North America and the UK. Kevin has helped a wide range of business partners to navigate organizational challenges and improve their business results. He is the instructor of record at the City of Toronto's leadership development program and the Schulich School of Business Health Administration MBA program. He teaches extensively in the health care, banking and municipal government sectors.