

# Facilitating Virtual Meetings with Ease

Delivered Via Zoom Over Four Half Days: October 6, 7, 13 & 14, 2020 1pm-4:30pm EST

With many teams working remotely for the foreseeable future, the skills needed to structure, engage and guide a group through critical virtual meetings has never been more important. 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
- Learn techniques and best practices to keep virtual participants engaged
- Develop your confidence in handling dysfunctional behaviors
- Receive personal feedback and coaching
- Practice new tools in a safe learning environment

## Who Should Attend:

- Project Managers
- Team Leaders of any level who run meetings
- Professionals who need to increase buy-in and decrease resistance in group settings

## Workshop Agenda:

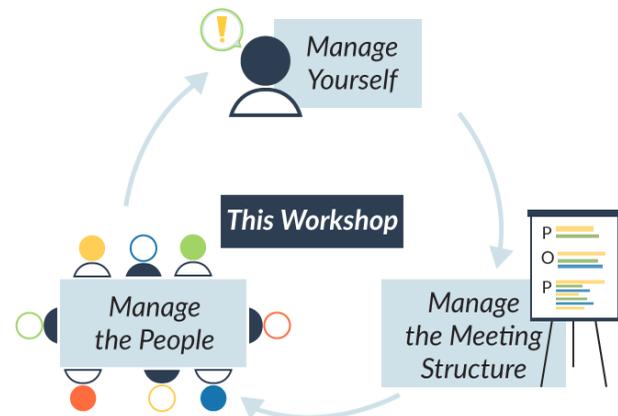
### Module One - Introduction to Facilitation

- Roles, Beliefs and Purpose of a Facilitator
- The Five Core Facilitation Practices
- Balancing Process and Content
- The POP Technique
- **Practice Facilitation #1:** Fixing a Terrible Virtual Meeting

### Module Two - Introduction to Meeting Management

- Virtual Meeting Prep Checklist
- Defining Meeting Purpose & Outcomes Exercise & Critical Meeting Templates
- Engagement Techniques & Exercise
- Start Strong: Setting Context Overview -
- **Practice Facilitation #2:** Setting Group Norms
- Refereeing the Norms and Exercise

- Six Sigma and Lean Professionals
- HR or Business Improvement Consultants
- Business Analysts



### Module Three - Introduction to Decision Making Techniques

- **Practice Facilitation #3:** Applying Our Learning Exercise
- The Four Step Consensus Building Process
- Introduction to Creative Diverging Tools
- **Practice Facilitation #4:** Diverging Exercise
- Introduction to Converging Methods & Synthesis
- **Practice Facilitation #5:** Converging Exercise
- Testing For Agreement and the Hallmarks of Consensus

### Module Four – Managing Challenging Behaviors

- Managing Challenging Behaviors Video & Debrief
- Challenging Behavior Management Techniques
- Intervention Language Exercise and **Practice Rounds**
- Additional Strategies for Managing Challenging Behaviors
- Conflict Fish Bowl Exercise
- Learning Round-Up

# Facilitating Virtual Meetings With Ease

## Workshop Details



For almost 25 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 digital manual 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 their real-world experience to the classroom.

**Dates:** October 6, 7, 13 & 14, 2020

**Location:** Online via Zoom

**Times:** 1:00pm - 4:30 pm EST

**Fee:** \$1,199 + HST

**Trainer:** Michael Goldman

**To Register:** E-mail [info@facilitationfirst.com](mailto:info@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: Michael Goldman



Michael is a passionate advocate of facilitative leadership – combining powerful processes to acknowledge and leverage individual/group intelligence to achieve extraordinary results! This belief is based on over 25 year's experience in applying facilitative techniques where, in short periods of time, transformational events have occurred. Michael has and continues to compile these techniques in developing core and advanced facilitation training workshops.

Over the past 20+ years he has trained thousands of managers and leaders on these core techniques helping them to design and lead more collaborative and productive meetings. Michael's experiential facilitation workshops guide individuals and teams to collaborate more effectively to achieve outcomes by using simple yet powerful participatory tools.

**PMI**



- Participants earn fourteen Professional Development Units through the Project Management Institute upon course completion (10 Leadership and 4 Strategic and Business Management).

**IAF**



- Facilitating Meetings with Ease is an IAF Endorsed™ Program and will support your journey to achieving Certified Professional Facilitator (CPF) designation.