

Virtual Meeting Coaching & Consulting

Amp Up Your Facilitator Skills While 'Fixing' Your Critical or Recurring Meeting

Have you been asked to facilitate a high-stakes or challenging meeting? Or do you lead a recurring strategic meeting meant to align, engage and add organizational value that does anything but? Our expert coaches are Master Facilitators who will help you clearly define your meeting outcomes, prepare for potential issues and suggest highly engaging process tools and techniques that the group can use to work through the 'real' issues.



We can work with you to put together a meeting design that will:

- Best engage the participants
- Deal effectively with challenging people or behaviours
- Utilize the right virtual features or tools to expedite the meeting and achieve the set outcomes

How It Works:

Our seasoned coaches can work one-on-one or small groups in a number of ways. Here is a suggested process:

- **Pre-Coaching Prep:** To make the most of your "in-person virtual" coaching time and where time allows, we ask that participants provide the needed meeting background and context using our meeting templates as a guide.
 - Participants are asked to send, if possible, a draft of the agenda and or meeting process
 - We can typically define whether one or two coaching sessions will be needed once we receive this information
- **The Coaching Session:** During the coaching session, the coach will ...
 - Identify and/or ratify the desired meeting outcomes
 - Collaboratively design and/or provide feedback to enhance an existing design and explore "what if" situations
 - Suggest roles and responsibilities for anyone, co-facilitators or staff, supporting the meeting
 - Provide any "just in time" tools and techniques to advance the participant's facilitation skills
 - Suggest virtual engagement tools and techniques for maximizing participation
- **Follow-Up Coaching:** Conduct a post- meeting review for defining any facilitator or process issues that arose and identify methods/techniques that could more effectively manage these issues next time
- **Optional: Participant Workshop Launching New Meeting Process:** for re-designed recurring meetings, we find a short session to get team, committee or council members aligned on the revised structure really helps to increase accountability and buy-in

To learn more, contact Leslie Lutz at 647-461-0272 or leslie@facilitationfirst.com