

# Facilitating Virtual Meetings that Work

Delivered Virtually Via Zoom: April 28 & 29, 2021 1:00pm - 4:30pm EST

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## 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

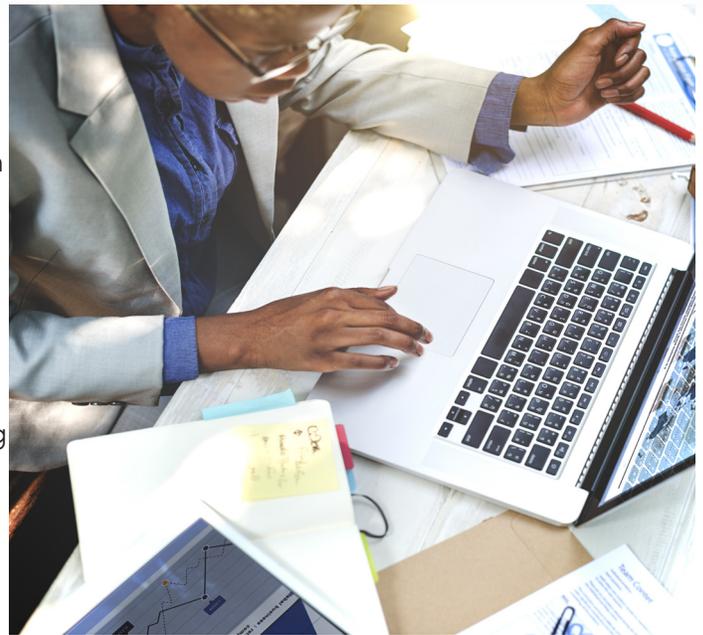
### Part One: Half Day

#### 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

# Facilitating Virtual Meetings that Work

## Workshop Details

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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:** April 28 & 29, 2021

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

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

**Fee:** \$795 + HST 5% off for 2-4 and 10% off for 5+ participants

**Trainer:** Rita Gupta

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



### About Your Trainer: Rita Gupta

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 has over 15 years of experience as a Project Manager, including a management role of Director of a PMO at an IT consulting firm. She also has several years developing and implementing Project Processes. She is a Certified Professional Facilitator (CPF) and a certified Project Management Professional (PMP).