

The Virtual Facilitative Chair

Delivered Via Virtual Classroom Over Two Half Days April 13 & 14, 2021 1pm-4:30pm EST

With most Committee meetings taking place virtually, it is even more important for Chairs to understand their role as meeting leader, how to actively engage the members and be more collaborative in their decision-making discussions. There is an art and science to effective meetings and we provide highly practical tips and techniques that can be applied in their very next meeting. Whether you're new to facilitation or have years of experience, this workshop provides a unique opportunity to align your Chairs and staff on a standard approach to collaborative Committee meetings. Learn essential skills from certified, master facilitators who have taught meeting facilitation skills for years. Experience a dynamic and totally interactive learning environment.

Workshop Purpose

To enhance the Chair's, Vice-Chair's and/or Support Staff's ability to be more facilitative in designing and/or leading their meetings

Workshop Outcomes

Participants will leave with:

- Multiple tips and techniques on how to more effectively chair virtual meetings utilizing process facilitation
- Clarity around of the duties of Traditional vs. Facilitative Chairs
- Why Chairs need to S.L.A.P.S. themselves! (the Five Core Facilitation Best Practices)
- Why you need to make your meetings POP! (How to structure any outcomes-based meeting)
- Clarity as to the importance and best practices for engaging people during virtual meetings
- Critical considerations for designing decision-making processes
- Methods for managing challenging behaviors during meetings



Workshop Agenda

Day 1 (Half-Day)

- Setting the Context & Warm-Up
- Traditional Vs. Facilitative Chairing
- Partner Facilitation Exercise: Potential Solutions to Virtual Meeting Problems
- The Five Core Facilitative Best Practices (S.L.A.P.S.)
- Tips for Structuring/Designing A Great Meeting
- Making Your Meetings Pop!
- Practice Facilitation #1: How Committees Make Good Decisions
- Further Techniques for Making Good Decisions
- Learning Round-Up (Practicum Between Modules if time allows)

Day 2 (Half-Day)

- Recap of Day 1 Learning
- Best Engagement Practices for Virtual Meetings
- Engagement Dilemma Exercise
- Setting Norms Overview
- Refereeing the Norms
- Language of Intervention Breakout Exercise (Reactively Managing Challenging Behaviours)
- Practice Facilitation #2: Committee Meeting Best Practices
- Learning Round Up

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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.

Maximize Your Learning Experience

To ensure that everyone can fully participate in the workshop, all participants are asked to join 15 minutes before the workshop for a “technical check-in”. After securely admitting you to the workshop, we will ensure your audio and video are functioning correctly. Please note that participants are expected to share their video to ensure an optimum learning environment.

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

Dates: April 13 & 14, 2021

Times: 1:00pm – 4:30 pm EST

Trainer: Rita Gupta

Location: Online via Zoom

Fee: \$795 + HST

To Register: E-mail 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).

Rita has a depth of experience working with highly regulated organizations and their Committee Chairs.