FACILITATION FIRST

Facilitator's Design Symposium

An Advanced Two X Half Day Virtual Workshop

As a facilitator, you own the meeting process design - the series of deliberately sequenced activities intended to lead to projected outcomes. Yet one of the most challenging skills for a developing facilitator is learning which process tools or activities to use for a particular meeting and in what order. How do you create a natural flow to the dialogue, build trust and fully leverage the expertise in the room?

In this two-half day workshop, participants will explore the critical elements of great meeting design and expand their "toolkits" by learning and working with highly engaging, proven process tools and techniques. Based on class needs, we will delve into problem solving, consultative feedback, ideation or decision making processes that can be applied in your very next meeting. The workshop has also been designed to utilize a curated collection of some of our favorite techniques!

Please note: Participants must have completed the two-day Facilitating Meetings with Ease (or comparable program) to attend.

The Learning Opportunity

- Gain a deeper understanding of how to effectively scope out and prepare for highly collaborative group meetings
- Learn the core elements of great meeting design
- Expand your personal facilitator's toolkit with clarity around which tool to use in a variety of different meetings
- Receive coaching and feedback from Master Facilitator and *Meeting Doctor,* Michael Goldman using participants upcoming meeting designs

Agenda

Module One (half day)– Scoping, Prep and Great Process Design Principles

- Defining Scoping Activities, Critical Questions and the Virtual Pre-Meeting Checklist
- Process Design Elements including a Clarity of Purpose and Outcomes, Timing, Scripting, Bridging, Co-facilitation Best Practices and when to use virtual engagement features
- Minimizing Client/Chair/Key Stakeholder Interference
- Participants will vote on which meeting processes to dive into which may include team alignment, problem solving, consultative feedback, ideation or decision-making processes

Practicum: Participants will have two weeks to submit a scoping document and meeting design for an upcoming decision-making meeting

Module Two: (half day) – Structuring the Meeting

- Tools Review Exercise: take an in-depth look at Facilitation First's highly successful, practical process designs for meeting situations most relevant to the group
- Coaching Symposium: participants will come to class with a "real" meeting design for an upcoming meeting and two-three will be selected for the coaching symposium where Michael and the group will review and enhance, applying tools and techniques reviewed
- All meeting designs will be shared amongst the group, adding to your personal toolkit