

Facilitation First™ Inc.

Foundational Facilitation Skills Workshops

Meetings are the lifeblood of any organization. A well-run meeting creates alignment, clarity and motivates a group to action. Bad meetings lead to frustration, distraction and a disengaged staff.

Did you know that more than half of all meetings are reported to be either unproductive or unnecessary?

Here are the facts: With a single upper management meeting costing on average \$1,317 in salaries alone, organizations with 40 or more managers are losing over \$800,000/year due to unproductive meetings.¹

Top Reasons Meetings Fail to Achieve Results

- Meeting participants are resistant to or don't understand the purpose of the meeting
- An unclear, overloaded, or non-existent agenda
- A poor decision making process results in lack of buy-in and the need to re-visit again and again
- Real issues/hidden agendas are not surfaced
- Participation is not well managed - some dominate while others don't contribute at all
- Dysfunctional behaviours are not addressed
- Too many or the wrong attendees

WHAT'S THE SOLUTION?

It Starts with You!
Learn the Science.
Develop the Rigor.
Achieve Results.



Why Great Meeting Leaders Choose Facilitation First

Our focus is to foster a collaborative leadership style by equipping learners with the skills to design and lead any outcomes-driven conversation. The three essential components of leading successful discussions include:

- Manage Yourself, the Facilitator
 - Getting clarity on the core behaviours and beliefs of a meeting facilitator
 - Practicing the five core facilitation practices
 - Understanding how to move seamlessly between the many roles of a meeting leader
- Manage the Meeting Process
 - Once the meeting purpose and outcomes are defined, engage in the best practices for preparing, designing, starting, managing and ending a meeting
- Manage the Group Dynamics
 - Arming you with proven techniques to build engagement and maximize group collaboration
 - Learning and practicing simple yet powerful conflict management techniques to ensure members enjoy a positive experience while attaining their goals



¹ Bradley Bowersett, What Your Meetings Cost!.xlsx Tool. Retrieved from www.bradleybowersett.com/#!demo-reel.

Facilitating Meetings with Ease

Two Day Workshop

Workshop Overview

Facilitating Meetings with Ease is by far our most popular foundational workshop. In this highly interactive two day workshop, we equip learners with the tools, techniques and templates needed to lead meetings that are on time and on target. 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.

Who Should Attend

- Project Managers – Earn 14 PDU's (PMI®)
- Process or Quality Improvement Agents
- Consultants (internal or external)
- Professionals who need to increase buy-in and decrease resistance in group settings
- Managers of any level who run meetings
- Six Sigma and Lean Professionals
- Team Leaders
- Human Resources Professionals
- Business Analysts



Learning Outcomes

Managing Yourself, the Facilitator	3 hours
<input type="checkbox"/> Learn the role and beliefs of the facilitator in the context of creating powerful meetings that engage, inspire and achieve outcomes	
<input type="checkbox"/> Embrace the 5 core facilitation practices to foster highly collaborative group dynamics	
<input type="checkbox"/> Understand the importance of 'process' versus 'content' in driving balanced group dialogue	
<input type="checkbox"/> Learn the importance of maintaining 'facilitator neutrality' in creating trust within the group	
<input type="checkbox"/> Utilize a structured approach to giving and receiving feedback from peers and trainers	
Managing the Meeting Process	7.25 hours
<input type="checkbox"/> Recognize the importance of making your meetings POP - defining 'purpose', 'outcome' and 'process'	
<input type="checkbox"/> Learn how to effectively prepare for, design, start, manage and end a meeting	
<input type="checkbox"/> Understand the five most used decision-making options from 'delegation' to 'consensus building'	
<input type="checkbox"/> Learn the four- step consensus building process, including creative brainstorming techniques and prioritization	
<input type="checkbox"/> Understand how to test for agreement and what 'consensus' really means	
Managing the Group Dynamics	4.25 hours
<input type="checkbox"/> Explore techniques that minimize group resistance	
<input type="checkbox"/> Understand how to proactively establish and referee group norms to minimize conflict	
<input type="checkbox"/> Learn a myriad of engagement tips and techniques to optimize group participation	
<input type="checkbox"/> Gain clarity as to when and how to intervene when conflict threatens meeting outcomes	

Participants Receive

- A workbook filled with templates, reminders and methods they can refer to when transitioning new skills to the meeting room
- A Reference Text – 'Facilitating With Ease' by Ingrid Bens – filled with 240 pages of pragmatic tips, tools and techniques

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.