

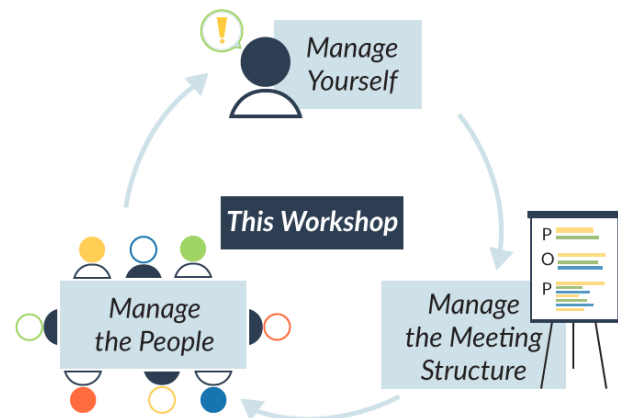
Facilitating Meetings with Ease

Calgary: October 5 & 6, 2022

We're all spending so much time in meetings and are being asked to achieve crucial goals that meeting process facilitation is fast becoming a core competency for anyone who's on a team, leads a task force, heads up a committee or manages a department. 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. Learn essential skills from certified, veteran trainers who have taught meeting facilitation skills for years. Experience a dynamic and totally interactive learning environment.

The Learning Opportunity:

- Gain a clear understanding of the roles, core values and behaviors of meeting facilitators
- Work with powerful process tools and techniques
- Develop your confidence in handling resistance and dysfunctional behaviors
- Receive personal feedback and coaching
- Practice new tools in a safe learning environment



Who Should Attend:

- Project managers – earn PDUs!
- Managers of any level who run meetings
- Professionals who need to increase buy-in and decrease resistance in group settings
- Six Sigma, Lean and Agile Professionals
- Internal Consultants
- Team Leaders
- Business Analysts

Workshop Agenda:

Module One: Core Facilitation

- The Many Hats of a Meeting Leader
- The Roles, Beliefs and Purpose of Facilitators
- Facilitating One-on-One Exercise
- The Five Core Facilitation Practices
- Core Practices Observation
- Balancing Process and Content
- The POP Technique
- Group Facilitation #1: Comparing Process Notes

Module Two: Core Meeting Management Techniques

- Group Facilitation #2: Fixing Terrible Meetings
- Giving and Receiving Feedback
- Tips for Running Great Meetings: Prep, Start, Manage, End (PSME)
- Prep Tools and Exercises
- Start Tools and Exercises
- Group Facilitation #3: Setting Norms Process

Module Three: Core Decision-Making Techniques

- Group Facilitation #4: Applying Day One Learning
- Case Study: Moving on Up!
- Group Facilitation #5, #6: Decision-Making (HiGro Case Study)
- The Four-Step Consensus Building Roadmap
- Introduction to Diverging Tools and Techniques
- Group Facilitation #7: Diverging Exercise
- Introduction to Converging Tools
- Group Facilitation #8: Converging Exercise
- Ending the Meeting Tools

Module Four: Core Group Conflict Management Techniques

- Your Organization's Response to Conflict
- Facilitator Conflict Management Techniques Debrief
- Intervention Language Scenario Exercise
- Language of Intervention Rounds
- Conflict Management Video: It's Our Space!
- Conflict Fishbowl Exercise (if time permits)
- Workshop Wrap-Up

Facilitating Meetings With Ease

Workshop Details



For almost 20 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.

What You'll Receive

You leave our workshop with the tools you need to combat wasted meeting resources. You get access to online customizable templates, a textbook filled with meeting designs and intervention techniques, and the personal feedback and coaching from participants and the trainer. Our certified trainers are 'facilitators first,' who bring this real-world experience to the classroom.

Dates: October 5th & 6th 2022

Times: 8:30 am - 5:00 pm MST

Trainer: Karen Ryan & Gina Botelho

Location: SAIT - 1301 16 Ave NW

Calgary, Alberta T2M 0L4

Room: AA128 - Heritage Hall Building

Fee: \$1,495 + GST

To Register: E-mail info@facilitationfirst.com

Participants must provide proof of vaccination

About Your Trainer: Karen Ryan



Karen Ryan is one of Facilitation First's Senior Meeting Facilitators and Corporate Trainers. She has worked extensively in the Oil and Gas and Energy sectors in Calgary in Leadership and Organizational Development roles for over 25 years. Karen's consulting and facilitation work has included systemic/strategic management, organizational culture shifts and change initiatives, leadership and team development, organizational problem solving, and continuous improvement processes. Karen holds a graduate degree from the University of Calgary and has been a guest lecturer for Grant MacEwan College in Edmonton and the University of Calgary Management Development Program. She was a faculty member of the Banff Centre (22 years) for their Leadership Development's Leadership Challenge program and a course designer and faculty on a number of the Centre's customized programs.

About Your Trainer: Gina Botelho



Gina Botelho has been educating and engaging audiences for over 20 years. With a background in psychology, communication, and adult education, she is a strong proponent of life-long learning which is applied, relevant, creative and engaging. Her corporate experience includes over 14 years in the Telecommunication Industry as a Senior Facilitator, Corporate Sales & Business Development, Program Development & Training Specialist and Leader of Training, Learning and Coaching. Gina's passion for people development and expertise in facilitation enables her to deliver engaging sessions for participants which increase awareness of self and others, maximizing communication, conflict resolution, and overall skills for maximizing group collaboration.