

# 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.<sup>1</sup>

### 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



<sup>1</sup> Bradley Bowersett, What Your Meetings Cost!.xlsx Tool. Retrieved from [www.bradleybowersett.com/#!demo-reel](http://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 or Team Leaders at any level
- Six Sigma and Lean Professionals
- Team Leaders
- Human Resources Professionals earn CPD hours
- Business Analysts
- Anyone who leads groups or collaborative meetings to achieve critical outcomes

### Learning Outcomes

<b>Managing Yourself, the Facilitator</b>	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	
<b>Managing the Meeting Process</b>	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 and prioritization techniques	
<input type="checkbox"/> Understand how to test for agreement and what 'consensus' really means	
<b>Managing the Group Dynamics</b>	4.25 hours
<input type="checkbox"/> Learn inclusive techniques and best practices that keep participants engaged and allow for a diversity of opinions to be heard	
<input type="checkbox"/> Understand how to proactively establish and referee group norms to minimize conflict	
<input type="checkbox"/> Gain clarity as to when and how to intervene when challenging behaviors threaten meeting outcomes	
<input type="checkbox"/> Practice new tools in a safe learning environment and receive personal tips and coaching	

### Participants Receive

- A Participant Workbook filled with templates, reminders and methods you can refer to when applying new skills to any meeting
- Certificate of Completion that can also be applied to our Facilitative Leadership Certificate Program
- 14 PDU's through PMI
- 14 CPD hours through HRPA
- 14 Continuing Professional Development Points, through CMC
- A bestselling facilitation manual, 'Facilitating with Ease!' by Ingrid Bens (available for an additional fee)