



## Lead Inclusive, Engaging and Focused Meetings

A well-run meeting creates alignment, clarity and motivates a group to action. Bad meetings lead to frustration, distraction, and a disengaged staff. With many teams working in a hybrid format, the skills needed to structure, engage, and guide a group through collaborative, engaging meetings has never been more important.

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, master facilitators in a dynamic and totally interactive learning environment.



*"This workshop was a carefully perfected blend of content, process, and opportunities to practice in a safe and supportive environment that encouraged risk taking and reflection. Top shelf!"*

*Monica Wand, York Region  
District School Board*

## The Learning Opportunity

Participants in-person this workshop will:

### Managing Yourself, The Facilitator

- Learn the role and beliefs of the facilitator in the context of creating powerful meetings that engage, inspire, and achieve outcomes
- Embrace the 5 core facilitation practices to foster highly collaborative group dynamics

### Managing the Process

- Recognize the importance of making your meetings POP - defining 'purpose', 'outcome' and 'process'
- Learn how to effectively prepare for, design, start, manage and end a meeting
- Learn the four- step consensus building process, including creative brainstorming techniques and prioritization
- Understand how to test for agreement and what 'consensus' really means

### Managing the Group

- Learn inclusive techniques and best practices that keep participants engaged and allow for a diversity of opinions to be heard
- Understand how to proactively establish and referee group norms to minimize conflict
- Gain clarity as to when and how to intervene when challenging behaviors threaten meeting outcomes

## Workshop Agenda

### 4 x Half-Day Workshop

#### Module One: Core Facilitation

- Partner Facilitation: Exercise
- The Five Core Practices (L.E.A.P.S.)
- The Importance of Breakouts and Buy-In
- To Facilitate or Not to Facilitate
- *Group Facilitation #1: Fixing a Terrible Virtual Meeting Exercise & Debrief*
- Day #2 Facilitator Prep Review

#### Module Two: Core Meeting Management Techniques

- Tips for Running Great Meetings: Prep, Start, Manage, End (PSME)
- The Meeting Prep Checklist
- Defining the Meeting Purpose and Outcomes Exercise
- Critical Meeting Templates
- Prep Design: Engagement Techniques and Exercise
- Tips for Running Great Meetings: Prep. Start, Manage, End (PSME):
- Setting the Context Overview
- Levels of Empowerment and Exercise
- Introduction to Norms
- *Group Facilitation #2: Creating Norms Exercise & Debrief*
- Refereeing the Norms and Exercise
- Day #3 Facilitator Prep Review

#### Module Three: Core Decision-Making Techniques

- Overview of 4-Step Consensus Building Process
- Introduction to Creative Diverging Tools
- *Group Facilitation #4: Diverging Exercise & Debrief*
- Introduction to Converging Methods
- Introduction to Synthesis
- *Group Facilitation #5: Prioritizing Ideas*
- High Five and the Hallmarks of Consensus
- Day #4 Facilitator Prep Review

#### Module Four: Core Groups Conflict Management Techniques

- Managing Challenging Behaviours Video & Debrief
- Intervention Language Scenario Exercise
- Language of Intervention Breakouts
- *Group Facilitation #6: Conflict Video Reflection Exercise*
- *Group Facilitation #7: Meeting Symposium Exercise*
- Learning Round-Up

#### What You Will Receive

- 14 Professional Development Credits Through: PMI, HRPA, CMC
- Certificate of Completion that can be applied to our Facilitation First Certificate Program
- A Participant Workbook filled with templates, tips and methods

#### Who Should Attend?

- Anyone who leads groups through collaborative problem solving, decision making, stakeholder consultation, planning or ideation – or any outcomes-based dialogue
- Project Managers, Business Analysts
- Six Sigma and Lean Professionals
- Team Leaders of any level who run meetings
- HR or Business Improvement Consultants
- Professionals who need to increase buy-in and decrease resistance in group settings
- Business Analysts

#### About Facilitation First

For over 25 years our mission has been to share our passion for the design and facilitation of highly collaborative meetings based on consensus driven, focused results. 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!.



Date	Nov 19, 20, 26 & 27, 2024
Time	1:00pm – 4:30pm EST
Location	Zoom
Fee	\$1,295 + HST

*Volume Discounts: 5% off for 2-4 participants and 10% off for 5 or more participants when registered in a single transaction*



*"This training shocked, amazed and inspired me. After just two days, I feel equipped to bring operational improvements to my organization."*

*Joe Crampton, VP Product, BPS Resolver*

You can register online [here](https://www.facilitationfirst.com) or via email at [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

## Kevin Quinn



## About Your Trainer

Kevin is a master facilitator and trainer specializing in helping professionals communicate to get results. As a highly skilled facilitator and presenter, Kevin shares these skills in practical, experiential workshops geared to the needs of leaders and professionals. Kevin helps business professionals influence with integrity and get better implementations of their objectives. His expertise includes teaching people on how to deal with difficult stakeholders, how to negotiate to get results and how to use creative problem solving with individuals & teams. Kevin combines academic achievement with practical experience as a project manager and general manager in large public and private organizations. Kevin has done doctoral work in Adult Learning and holds master's degrees in History and Public Administration.