

Facilitating Meetings with Ease

Toronto: October 5 & 6, 2022 8:30am - 5:00pm EST

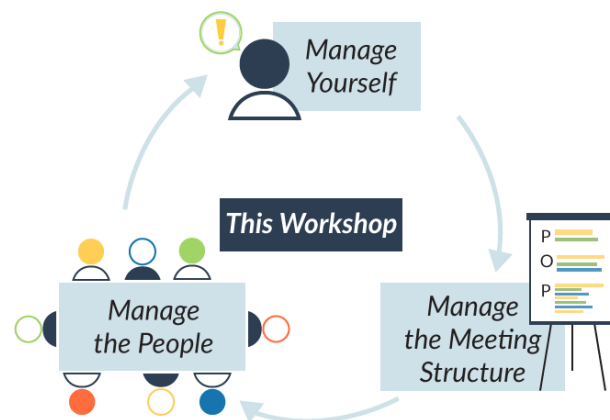
We're all spending so much time in meetings and are being asked to achieve crucial goals that meeting process facilitation is fast becoming a core competency for anyone who's on a team, leads a task force, heads up a committee or manages a department. Whether you're new to facilitation or have years 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

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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 manual 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 5 & 6, 2022*

Location: 20 Bay Street, Suite 1100 Toronto, ON

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

Fee: \$1,495 + HST

Trainer: Susan Gregory

To Register: E-mail info@facilitationfirst.com

Participants must provide proof of vaccination

What Some of our Clients Are Saying...

"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, Vice Principal, York Region District School Board

"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



About Your Trainer: Susan Gregory

Susan is a meeting facilitator and corporate trainer. She specializes in facilitating sessions that are well structured in order to lead to the results desired by her clients.

She facilitates board meetings, strategic sessions for senior executives and consultative feedback consultations. Susan helps teams to work together by demonstrating how great facilitation can inspire a team to share their ideas, work collaboratively, make good decisions, and take ownership of action plans.

Participants earn fourteen Professional Development Units through the Project Management Institute upon course completion (10 Leadership and 4 Strategic and Business Management). Facilitation First has been a Registered Education Provider since 2006 and our current Provider rating is 92.39% (average rating for all providers is 85.61%).