

Facilitating Meetings With Ease

4 x Half-Days VIRTUALLY DELIVERED

November 28 & 29 and December 5 & 6, 2022 | 1:00pm - 4:30pm EST

With many teams working remotely for the foreseeable future, the skills needed to structure, engage and guide a group through critical virtual 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, 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
- Learn techniques and best practices to keep virtual participants engaged
- Develop your confidence in handling dysfunctional behaviors
- Receive personal feedback and coaching
- Practice new tools in a safe learning environment



Workshop Agenda

Module One - Introduction to Facilitation

- Partner Facilitation: Exercise
- The Five Core Practices (S.L.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

Module Two - Introduction to Meeting Management

- 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

Module Three - Introduction to 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

Module Four - Managing Challenging Behaviors

- 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

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FACILITATION
FIRST

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Who Should Attend:

- Project Managers
- Team Leaders of any level who run meetings
- Professionals who need to increase buy-in and decrease resistance in group settings
- Six Sigma and Lean Professionals
- HR or Business Improvement Consultants
- Business Analysts

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 digital 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 their real-world experience to the classroom.

Dates: November 28 & 29, 2022 and December 5 & 6, 2022

Location: Online via Zoom

Times: 1:00pm - 4:30 pm EST

Fee: \$1,195 + HST

Trainer: Kevin Quinn

To Register: E-mail info@facilitationfirst.com

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: Kevin Quinn



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.

PMI
IAF



- Participants earn fourteen Professional Development Units through the Project Management Institute upon course completion (10 Leadership and 4 Strategic and Business Management).
- Facilitating Meetings with Ease is an IAF Endorsed™ Program and will support your journey to achieving Certified Professional Facilitator (CPF) designation.