

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.¹

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

- 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

Manage the Meeting Process

- Recognize the importance of meeting structure by making your meetings POP – Define the meeting 'purpose', 'outcomes' 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 and prioritization techniques
- Understand how to test for agreement and what 'consensus' really means

Manage the Group Dynamics

- 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
- Practice new tools in a safe learning environment and receive personal tips and coaching

Facilitating Meetings that Work

One Day Workshop

Workshop Overview

Research indicates that as many as 50% of meetings are considered unproductive.¹ If your role requires you to lead meetings to manage a project, gain input, solve problems or make decisions, having a foundation in meeting facilitation skills is critical to your success. In this highly interactive one day workshop *Facilitating Meetings that Work*, we introduce participants to the core facilitator practices, meeting preparation tools and techniques, and the consensus building process.

Whether you want to adopt a more collaborative approach to conversations or need to reach your meeting objectives more often, this one day workshop introduces participants to must-have tools to structure and lead productive meetings.

Who Should Attend

Anyone one who leads meetings.

Learning Outcomes



Managing Yourself, the Facilitator	2.75 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"/> Utilize a structured approach to giving and receiving feedback from peers and trainers	
Managing the Meeting Process	2.85 hours
<input type="checkbox"/> Recognize the importance of making your meetings POP - defining 'purpose', 'outcome' and 'process' in creating meeting context	
<input type="checkbox"/> Learn how to effectively prepare for, design, start, manage and end a meeting	
<input type="checkbox"/> Learn the four- step consensus building process, including creative brainstorming techniques and how to prioritize options	
<input type="checkbox"/> Understand how to test for agreement and what 'consensus' really means	
Managing the Group Dynamics	1.5 hours
<input type="checkbox"/> Learn a myriad of engagement tips and techniques to optimize group participation	
<input type="checkbox"/> Understand how to pro-actively establish and referee group norms to minimize conflict	

Participants Receive

- A Participant Workbook filled with templates, reminders and methods you can refer to when applying new skills to any meeting
- 7 PDU's from PMI
- Certificate of Completion
- Optional Pocket Guide by bestselling author, Ingrid Bens – 'Facilitation at a Glance' (available for an additional fee)