

# Facilitation First™ Inc.

## Foundational Facilitation Skills Workshops

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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?

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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.<sup>1</sup> 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



<b>Managing Yourself, the Facilitator</b>	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	
<b>Managing the Meeting Process</b>	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	
<b>Managing the Group Dynamics</b>	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)