



Course Description

Unlock the Art & Science of Great Meetings

Don't let unproductive meetings waste any more valuable time. If your role requires you to lead inclusive, engaging meetings to manage a project, gain input, solve problems or make decisions, having a foundation in meeting facilitation skills is critical to your success.

Why Invest in Facilitation Skills Training?

- **Better meetings mean better results:** where discussions stay on track, promote participation and achieve improved outcomes
- **Better decision making:** a well structured and facilitated meeting means more perspectives are explored, potential challenges are identified, all while building better buy-in and accountability
- **Stronger relationships:** Effective facilitation can help build trust, psychological safety and foster a more collaborative, productive team

The Learning Opportunity

Take Your Career to the Next Level

Manage Yourself

- Learn the roles and responsibilities 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 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 and start 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

- Learn inclusive techniques and best practices to keep participants engaged and allow for a diversity of opinions to be heard
- Understand how to proactively establish and gain buy-in to group norms
- Get better clarity as to how to intervene and referee when norms are broken

Facilitation First Inc.
<http://www.facilitationfirst.com>
To learn more call 1-888-465-9494 or
email info@facilitationfirst.com



What's Involved?

Designed With Busy Professionals In Mind

Self-Paced: Which means you have the flexibility to complete it on your own schedule and at your own pace from any device with an internet connection.

Interactive & Engaging: Our course is highly interactive, featuring a variety of multimedia elements and practical exercises to reinforce your learning. This ensures that you're not just passively consuming information, but actively engaging with the material and retaining it long-term.

Testing Your Knowledge Along the Way: Each module ends with an interactive quiz to cement the learning with a culminating test at the end to ensure you have the key tools and techniques to apply at your very next meeting!

Estimated Time To Complete

Module One: Manage Yourself: approximately 45 – 60 minutes

Module Two: Manage the Process: approximately 60 – 80 minutes

Module Three: Tips for Managing & Ending Great Meetings: approximately 60 – 80 minutes

Activate Your Learning: For organizations with groups going through this training, we highly recommend our supplemental workshop where participants will have opportunities to practice techniques learned, receive valuable feedback and have any questions addressed by our Master Facilitators!



What Do You Receive?

- A detailed handout that includes check-lists, meeting design and action plan templates, feedback forms, best practices
- A Certificate of Completion to demonstrate your new skills to colleagues and employers
- 3.5 Professional Development Units
- Access to our Meeting Doctor monthly newsletter full of practical tips and techniques to continue your mastery

Who Would Benefit From This Course?

- Project Managers
- Human Resources Professionals
- Managers or Team Leaders at any level
- Professionals who need to increase buy-in and decrease resistance in group settings
- Six Sigma and Lean Professionals
- Internal or external Consultants
- Business Analysts
- Anyone who leads groups or collaborative meetings to achieve critical outcomes

About Facilitation First

For over 30 years our mission has been to share our passion for the design and facilitation of highly collaborative meetings based on consensus driven, focused results.