

# Facilitators Design Symposium

Delivered Via Zoom Over Two Half Days: November 15 & December 6, 2022 1pm-5pm EST

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As a facilitator, you own the meeting process design – a series of deliberately sequenced activities intended to lead to targeted outcomes. Yet the most challenging skills for a developing facilitator is learning which process tools or activities to use to create a natural flow to the dialogue, build trust and fully leverage the expertise in the room.



In this two-half day workshop, participants will explore the critical elements of great meeting design and expand their “toolkits” by learning and working with highly engaging, proven process tools and techniques. Based on class needs, we will delve into problem solving, consultative feedback, ideation or decision-making processes that can be applied in your very next meeting. The workshop has also been designed to utilize a curated collection of some of our favorite techniques!

**Please note: Participants must have completed the two-day Facilitating Meetings with Ease (or comparable program) to attend.**

## The Learning Opportunity:

- Gain a deeper understanding of how to effectively scope out and prepare for highly collaborative group meetings
- Learn the core elements of great meeting design
- Expand your personal facilitator’s toolkit with clarity around which tool to use in a variety of different meetings
- Receive coaching and feedback from Master Facilitator and Meeting Doctor, Michael Goldman, using your own upcoming meeting design
- Learn how techniques and engagement strategies taught and modelled in our 2 x Half Day Virtual Delivery apply specifically to virtual meetings

## Agenda

### Module One (half day)– Scoping, Prep and Great Process Design Principles

- Defining Scoping Activities, Critical Questions and the Virtual Pre-Meeting Checklist
- Process Design Elements including a Clarity of Purpose and Outcomes, Timing, Scripting, Bridging, Co-facilitation Best Practices and when to use virtual engagement features
- Minimizing Client/Chair/Key Stakeholder Interference
- Participants will vote on which meeting processes to dive into which may include team alignment, problem solving, consultative feedback, ideation or decision-making processes

**Practicum:** Participants will have two weeks to submit a scoping document and meeting design for an upcoming decision-making meeting

### Module Two: (half day) – Structuring the Meeting

- Tools Review Exercise: take an in-depth look at Facilitation First’s highly successful, practical process designs for meeting situations most relevant to the group
- Coaching Symposium: participants will come to class with a “real” meeting design for an upcoming meeting and two-three will be selected for the coaching symposium where Michael and the group will review and enhance, applying tools and techniques reviewed
- All meeting designs will be shared amongst the group, adding to your personal toolkit

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## Workshop Details

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For almost 25 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 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 15 & December 6, 2022

**Location:** Online via Zoom

**Times:** 1:00pm – 5:00 pm EST

**Fee:** \$795 + HST

**Trainer:** Susan Gregory

**To Register:** E-mail [info@facilitationfirst.com](mailto:info@facilitationfirst.com)

### What Some of our Clients Are Saying...

*"Every time you have facilitated a session for my members, it has been a milestone in the advancement of my program. Your guidance, skill for working through difficult issues, and your energy has been invaluable. I look forward to the next time!"*

**Mary Cianchetti, President, Standards at CSA Group**



### 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.

Susan also shares tools to develop productivity, creativity and problem-solving skills in the workplace. Susan believes that creating a fun and dynamic learning environment enhances the ability of participants to learn and be inspired to apply new business skills following the courses that she leads.