



Workshop Description

Why Attend?

Research indicates that as many as 50% of meetings are considered unproductive. 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.

In this highly interactive workshop, we introduce participants to the five core facilitator practices, meeting preparation tools and techniques, and the consensus building process that work in both in-person and online meetings.

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

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



The Learning Opportunity

Participants in this workshop will:

Manage Yourself

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

Workshop Modules

Module One: Introduction to Facilitation

- Essential Roles of Meeting Leaders
- The Roles of the Facilitator
 - The Five Core Facilitation Practices (L.E.A.P.S)
- Partner Facilitation Exercise & Feedback

Module Two: Tips for Preparing and Designing Engaging Meetings

- The POP Technique
 - Defining the Purpose & Outcome Exercise
- Tips for Preparing Great Meetings
 - The Pre- Meeting Prep Checklist
 - Process/Agenda Templates
 - Engagement Techniques
- Tips for Starting Great Meetings
 - Setting the Context Overview
- Introduction to Setting Norms
 - *Group Facilitation #1: Creating Norms Exercise*
 - Giving and Receiving Feedback Overview
 - Refereeing the Norms & Exercise
- Testing for Agreement

About Facilitation First

For over 25 years our mission has been to share our passion for the design and facilitation of highly collaborative meetings based on consensus driven, focused results. Facilitation First has grown to include many certified trainers and professional meeting facilitators across Canada.



Module Three: Tips for Managing Great Meetings

- The 4-Step Consensus Building Roadmap
- Diverging: Idea Generation Tools
 - *Group Facilitation #2: Generating Ideas for Resolving Our Meeting Dilemma*
- Converging Tool: Impact-Effort Grid
 - *Group Facilitation #3: Prioritizing Ideas for Resolving Our Meeting Dilemma*
- Tips for Ending Great Meetings
- Learning Round-Up

Who Should Attend?

- Project Managers – earn 7 PDUs
- Human Resources Professionals – earn CPD hours
- 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