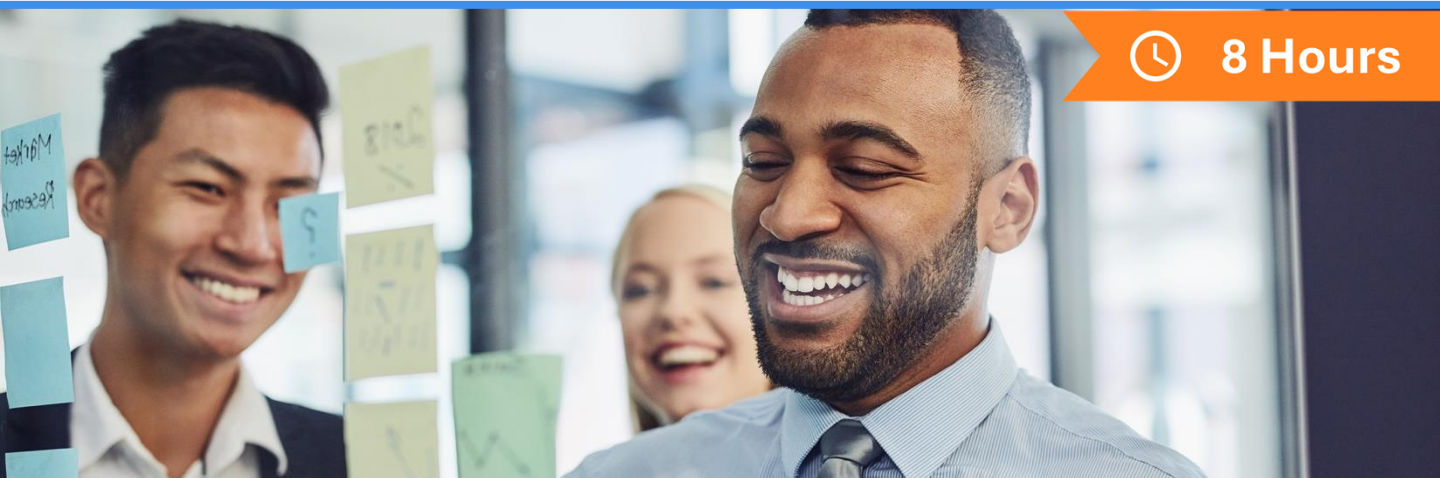




Workshop Description

Why Attend?

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 either the one-day Facilitating Meetings That Work or the two-day Facilitating Meetings with Ease (or a comparable) workshop to enrol in this course

The Learning Opportunity

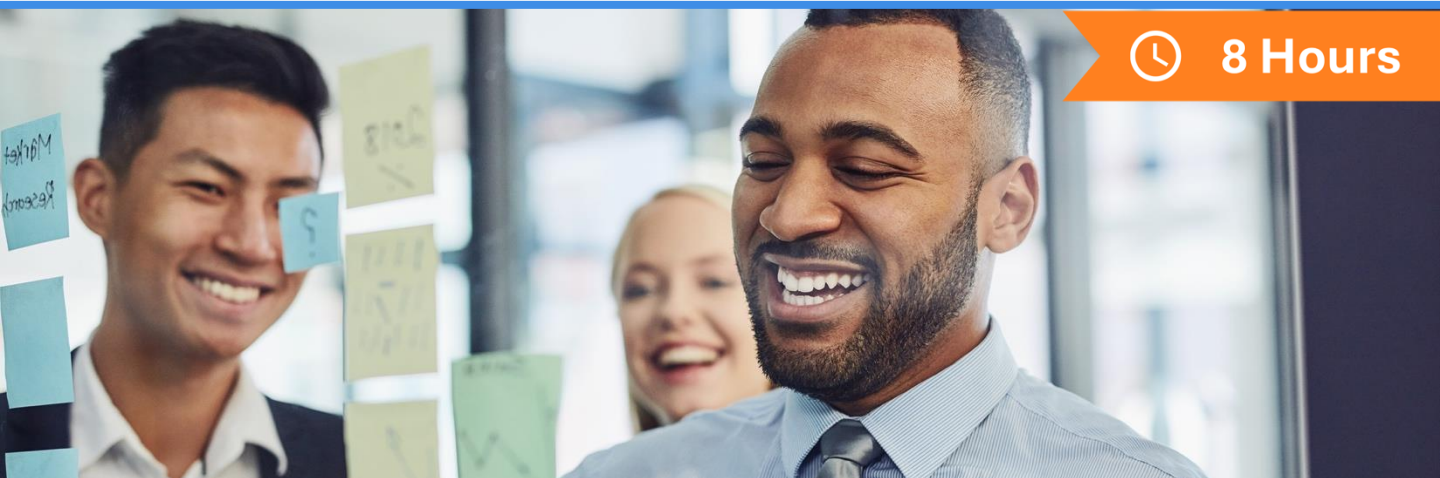
By the end of this workshop, participants will:

- Have greater clarity as to how best scope out and prep for a meeting
- Learn the critical, value add design principles underlying great meetings
- Know how to manage a client proactively and reactively through an engagement
- Have a variety of critical facilitator processes and tools for designing and leading key meetings typically required in organizations
- Understand how these tools and skills strengthen your effectiveness as a facilitator, aligned with IAF core competencies

Facilitation First Inc.
<http://www.facilitationfirst.com>

To learn more call 1-888-465-9494 or
email info@facilitationfirst.com





Workshop Modules

Module 1: Scoping Out the Meeting

- Group Facilitation #1: Defining Scoping Activities/ Questions
- The Pre-Meeting Checklist
- Scoping Beyond the Client and Avoiding Client Sabotage

Module 2: Designing the Meeting for Success

- Setting the Context Tips
- Critical Engagement Tips
- Group Facilitation #2: Completing a Design Exercise
- Group Facilitation #3: Minimizing Client Interference

Module #3: Critical Facilitator Processes and Tools

- Idea Generation Techniques for Spurring Innovation
- Facilitating Resistance to Change Techniques and Exercise
- Group Facilitation #4: Consultative Feedback Review Exercise
- Group Facilitation #5: Team Alignment Review Exercise

Practicum

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

Participants Receive

- A Participant Workbook filled with templates, tips and methods
- Certificate of Completion that can also be applied to our Facilitative Leadership Certificate Program

Who Should Attend?

Anyone who facilitates complex group dialogue requiring A more structured meeting design:

- Professional and Aspiring Facilitators
- Change Management Professionals
- Human Resources Professionals
- Stakeholder Engagement Professionals
- Business Improvement or IT Consultants
- Internal Consultants or Team Leaders