Facilitator's Design Symposium

Toronto May 4, 2022 8:30am – 5:00pm

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 one-day workshop participants will explore the critical elements of great meeting design and expand their "toolkits" by learning and practicing 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

Agenda

Module One – The Facilitator: Core Facilitation Review and Elements of Great Process Design

- Introductions and Review of the Importance of Warm-Ups
- Review of Core Facilitation Skills while Practicing "Wandering Flipchart" Exercise
- Process Design Review -Taking Meeting Design from Good to Great

Module Two – Structuring the Meeting

- Process Design Elements including a Clarity of Purpose and Outcomes, Timing, Scripting, Bridging, Co-facilitation Best Practices
- Setting Context to Frame the Meeting for Success
- Tools Review Exercise: work with an array of meeting scenarios and choose the best tools to achieve outcomes

Meeting Design Symposium

- Participants will come to class with a "real" meeting design for an upcoming meeting and each group will select one to review and enhance, applying tools and techniques learned throughout the day
- All meeting designs will be shared amongst the group, adding to your personal toolkit

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Workshop Details

FACILITATION FIRST

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.

Dates: May 4, 2022*

Times: 8:30am-5:00pm EST

Trainer: Michael Goldman

Location: 20 Bay Street, Suite 1100, Toronto, ON

Fee: $895 + HST

To Register: E-mail info@facilitationfirst.com

This in person workshop is open to fully vaccinated participants only

*This workshop will revert to virtual delivery if in person training is restricted: **May 4 & 18 1:00-4:30pm EST**

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

"What a great bloke to work with, Mike can take the most sceptical person with regard to facilitation and make them into a total convert. Mike started working with me at MAAWG when we needed to make significant change to some very important parts of our ideas incubation processes and it paid massive dividends. Many of the members of MAAWG have taken away significant learnings on how to facilitate large group meetings. I would work with Mike any time, he cannot be recommended highly enough"

Michael O'Reirdan, Chairman Emeritus, Messaging Malware and Mobile Anti-Abuse Working Group (MAAWG)

About Your Trainer: Michael Goldman

Michael is a passionate advocate of the facilitative leadership revolution. He has trained thousands of managers and leaders to run more collaborative and productive meetings. As the president of Facilitation First, Michael has honed his expertise in helping project teams embrace change, take accountability and follow-through on actions.
Michael's experiential facilitation programs guide individuals to become effective relationship managers through the use of simple yet powerful participatory tools. Michael's extensive list of clients includes Petro-Canada Lubricants, Hatch, M3AAWG Messaging Anti-Abuse Working Group (a global Association comprised of companies such as AOL, PayPal, Cisco Systems Inc. etc.), GS1, the Canadian Standards Association, Scotia Bank, TD Bank, and several Professional Associations. To date, he has edited four best-selling books on facilitation and teaming and has contributed many articles focused on facilitation to national publications.