



## 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

### Participants in this workshop will:

- 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 their personal facilitator's toolkit with clarity around which tool to use in a variety of different meetings
- Receive coaching and feedback from a Master Facilitator and Meeting Doctor, using your own upcoming meeting design
- Learn how to apply techniques and engagement strategies taught and modelled apply specifically to virtual meetings

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







Date	May 20 & June 3, 2025
Time	1:00pm – 5:00pm EST
Location	Zoom
Fee	\$995 + HST

*Volume Discounts:*

*5% off for 2-4 participants and 10% off for 5 or more participants when registered in a single transaction*

*You can register online [here](#) or via email at [info@facilitationfirst.com](mailto:info@facilitationfirst.com)*

## Susan Gregory



## About Your Trainer

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.