Facilitator's Design Symposium

An Advanced One-Day Workshop

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