

The Facilitative Chair

One Day Workshop For Committee and Board Chairs, Vice Chairs and Supporting Staff

Many Committee Chairs step into their role with no formal training around how to effectively lead meetings. And yet, in order to achieve mandates, it is so important for Chairs to understand their role as meeting leader, how to actively engage the members and be more collaborative in their decision-making discussions. There is an art and science to leading effective meetings and we provide highly practical tips and techniques that can be applied in the Chair's very next meeting.

Whether a participant is new to facilitation or has years of experience, this workshop provides a unique opportunity to align your Chairs and staff on a standard approach to collaborative committee meetings. Learn essential skills from a certified, master facilitators in a dynamic and totally interactive learning environment.

Workshop Purpose

To enhance the Chair's, Vice-Chair's and/or Support Staff's ability to be more facilitative in designing and/or leading their meetings

Workshop Outcomes

Participants will leave with:

- Multiple tips and techniques as reminders on how to more effectively chair meetings utilizing facilitation
- Overview the responsibilities of facilitative chairs
- Why Chairs need to S.L.A.P.S. themselves! (the Five Core Facilitator Best Practices)
- Why you need to make your meetings POP! (How to structure any outcomes-based meeting)
- Critical considerations for designing decision-making processes
- Clarity as to the importance and best practices for engaging people during meetings
- Methods for managing challenging behaviours during meetings



Workshop Agenda

AM

- Setting the Context & Warm-Up
- Responsibilities of a Facilitative Chair
- Partner Facilitation Exercise #1: Potential Solutions to Our Meeting Challenges
- The Five Core Facilitative Best Practices (S.L.A.P.S.)
- BREAK
- Tips for Structuring/Designing A Great Meeting
- Making Your Meetings Pop!
- Practical Techniques for Making Great Decisions
- Practice Facilitation #1: Identifying Best Decision-making Practices for Our Committee

PM

- Best Engagement Practices for Board and Committee Meetings
- Engagement Dilemma Exercise
- Managing Group Dynamics: Setting Norms Overview
- Practice Facilitation #2: Creating Norms
- Refereeing the Norms
- Language of Intervention Breakout Exercise (Reactively Managing Challenging Behaviours)
- Practice Facilitation #3: Committee Meeting Best Practices
- Learning Round Up