



Workshop Description

Why Attend?

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 for leading virtual or in person meeting from a certified, master facilitators in a dynamic and totally interactive learning environment.

Facilitation First Inc.

<http://www.facilitationfirst.com>

To learn more call 1-888-465-9494 or

email info@facilitationfirst.com



The Learning Opportunity

Participants leave this course with:

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

About Facilitation First

For over 25 years our mission has been to share our passion for the design and facilitation of highly collaborative meetings based on consensus driven, focused results. Facilitation First has grown to include many certified trainers and professional meeting facilitators across Canada.



Workshop Agenda 2 x Half-Day

Workshop Purpose

To enhance a Chair's ability and confidence at being more facilitative in leading meetings.

Day 1

- Setting the Context
- Workshop Warm-Up

Module 1: Behaviors of a Facilitative Chair

- Responsibilities of a Facilitative Chair
- **Partner Interview Exercise:** Potential Solutions to Meeting Challenges

Module 2: The Core Practices of a Facilitative Chair

- Best Practices for Showing Up Well
- What it Takes to Show Up Well: Take LEAPS!

Module 3: Tips for Structuring/Designing a Great Meeting

- Make Your Meetings POP!
- **Facilitation #1:** Making a Good Decision
- Techniques for Making Great Decisions
- Learning Round-up for Day 1

Day 2

- Recap of Day 1
- Best Engagement Practices for Virtual, In-Room or Hybrid Meetings
- What it Takes to Engage People
- **Engagement Dilemmas Exercise**

Module 4: Managing Group Dynamics

- Refereeing the Norms
- Language of Intervention
- **Facilitation #2: Committee Meeting Best Practices**
- Learning Round-Up

Who Should Attend?

- Council Presidents, Department Chairs, Committee Chairs & Vice Chairs or anyone leading Committee meetings
- Staff who participate in designing meeting agendas and/or support Chairs in their meetings

Participants Receive

- A participant workbook filled with templates, tips and methods.
- Certificate of Completion



Date	June 4 & 5, 2025
Time	1:00pm – 4:30pm EST
Location	Zoom
Fee	\$995 + HST

What You'll Receive

Participants will receive a digital workbook filled with strategies, intervention techniques, suggested scripting for various dilemmas and a certificate of completion.

Participants will also receive the personal feedback and coaching from participants and the trainer. Our certified trainers are 'facilitators first,' who bring their real-world experience to the classroom

You can register online [here](http://www.facilitationfirst.com) or via email at info@facilitationfirst.com

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Karen Elkin



About Your Trainer

Karen Elkin is a dynamic organizational and leadership development consultant, executive coach, and facilitator with extensive experience in the public, non-profit and private sectors. Karen is passionate about learning and personal growth and works with leaders and staff at all levels to inspire leadership development and a culture that supports the achievement of individual and organizational goals and success.

Karen's facilitation style creates a safe environment to support individual engagement and organizational objectives.