The Virtual Facilitative Chair

Delivered Via Virtual Classroom Over Two Half Days

With most Committee meetings taking place virtually, it is even more 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 effective meetings and we provide highly practical tips and techniques that can be applied in their very next meeting. Whether you're new to facilitation or have 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 certified, master facilitators who have taught meeting facilitation skills for years. Experience a dynamic and totally interactive learning environment.

Workshop Purpose:

To Enhance the Chair's and Senior Leadership's ability to be more facilitative in leading their meetings

Workshop Outcomes:

Participants will leave with:

- Multiple tips and techniques as reminders on how to more effectively chair virtual meetings utilizing process facilitation
- Clarity around of the duties of traditional vs. facilitative chairs
- Why Chairs need to S.L.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 virtual meetings
- Critical considerations for designing decision-making processes
- Methods for managing challenging behaviors during meetings

Workshop Agenda:

First Half Day
- Setting the Context
- Traditional Vs. Facilitative Chairing
- **Partner Facilitation Exercise**: Potential Solutions to Virtual Meeting Problems
- The Five Core Facilitative Best Practices (S.L.A.P.S.)
- Tips For Structuring/Designing A Great Meeting
- Making Your Meetings Pop!

BREAK

- **Practice Facilitation #1**: How Committees Make Good Decisions
- Further Techniques for Making Good Decisions
- Learning Round-Up (Practicum Between Modules if time allows)

Second Half Day
- Recap of Day 1 Learning
- Best Engagement Practices for Virtual Meetings
- Techniques for Prepping, Opening and Managing a Virtual Meeting
- **Engagement Dilemma Exercise**

BREAK

- Tips for Proactively Managing Group Dynamics
- Refereeing the Norms
- Language of Intervention Breakout Exercise (Reactively managing meeting challenges)

BREAK

- **Apply The Learning: Practice Facilitation #2:** Committee Meeting Best Practices
- Learning Round Up