

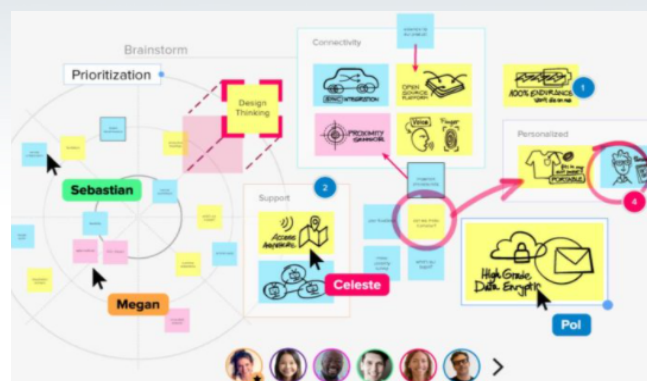
MURAL For Facilitators: Leading Online Collaboration

Delivered Via Virtual Classroom: April 6 2:00pm-4:30pm & April 13 2:00pm-3:00pm

When facilitating virtual meetings or workshops, session leaders often find their greatest challenges are around engaging participants and balancing participation so that everyone has an opportunity to be heard.

How do you transform a group of passive online-session attendees into highly engaged collaborators?

At Facilitation First, our go-to collaboration and engagement tool is MURAL because it is so accessible and intuitive - even those who have never used it can be actively participating in minutes. Whether facilitating a feedback or brainstorming session, we use stickies, icons, and more to increase participant engagement. This tool can be used in breakout groups to allow the facilitator to monitor from the main room, or as a collective group.



We have developed this program to help build your confidence and competence in creating, launching and leveraging MURAL and its unique features. Delivered by a professional meeting facilitator and trainer, learners will also understand the 'why' you would use these features, as well as the 'how!'

Workshop Purpose

To help you achieve virtual learning or meeting outcomes while maximizing participant engagement through mastering the interactive features of MURAL.

Workshop Outcomes

You will leave the session with a comprehensive understanding of:

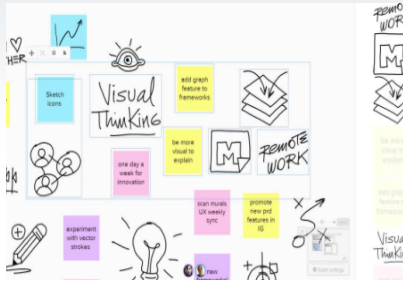
- How to plan your session
- Key functions of the tool
- How to lead a simple session including brainstorming, prioritizing, action planning
- Potential pitfalls and your backup plan (e.g. people are on the phone or nervous about technology)
- A complete checklist with key features and recommended settings
- How to create and use templates

We'll also cover how to get your participants up to speed with MURAL quickly by providing tips on how to:

- Effectively instruct participants before the main session
- Get new participants comfortable through a fun 'warm up' activity
- Learn the basics: Titles, stickies, changing colours/shapes, icons, size/shape of MURAL
- Set up the meeting for success before it even starts

MURAL For Facilitators: Incorporating Online Collaboration

Workshop Details



For almost 25 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our Facilitating Meetings with Ease workshop has been honed by Ingrid Bens, author of the national bestselling books 'Facilitating with Ease' and 'Facilitation at a Glance!'. With thousands of participants rating the course an average 4.5 out of 5, we provide an experiential workshop that equips learners with simple yet powerful tools that they can apply in their next meeting

Workshop Design

1. **2.5 Hour Workshop** – the trainer will walk participants through the features and provide a live demo of the tool
2. **1 – 2 Hour Self-Study/Practicum** – participants will be given a practicum with a list of activities that will be occurring during an upcoming meeting and they will be required to set up the MURAL boards in advance utilizing a list of features before the Coaching Session. The activities in the practicum will be based on real, relevant situations our experienced facilitator and trainer has used in live sessions.
3. **60 Minute Post Practicum Coaching Session** - this session is conducted one week after the Step 1 Workshop. This session will allow participants to share the results of their practicum and complete one of the activities together to practice a live activity. They will also discuss activities they struggled with and the opportunity to observe live simulations of the various dilemmas/scenarios.

Participant Requirements

- Each participant is proficient with videoconferencing (Zoom or similar) and has hosted at least one successful video-conferencing meeting.
- Each participant has a headset or is in a private room/area with no other participants.
- Each participant has a MURAL account. (Mural does have a “free for consultants” and free 30 day trial).

Workshop Details

Dates:

Workshop: April 6 - 2:00pm – 4:30pm EST

Coaching session: April 13 - 2:00pm – 3:00pm EST

Trainer: Susan Gregory

Location: Online via Zoom

Fee: \$595 + HST

To Register: E-mail info@facilitationfirst.com



About Your Trainer: Susan Gregory

As a Certified Facilitation First trainer, Susan brings her unique blend of training, facilitation and coaching skills to the workshops she leads. Susan has over 15 years of experience as a facilitator. She is certified in change management and Myers-Briggs Type Indicator.