

# Making Meetings Work

## Half-Day In-Person Facilitation Skills Workshop

How do your organization's meetings stack up? Do attendees leaving feeling meetings were time well spent?

Meetings are the lifeblood of every organization where groups collaborate to drive projects, solve problems and exchange critical information. Ineffectively lead meetings, however, can be complete time wasters, undermining the group's productivity and buy-in.

Whether you are new to leading meetings or are looking for ways to get your group discussions to be more engaging and productive, our Making Meetings Work half-day workshop will introduce you to pragmatic tips, templates and best practices you can apply in your very next meeting.

In half a day, this action packed workshop will introduce you to the behaviours of effective facilitators, the key elements of meeting structure and ways to effectively manage group dynamics.

### Who Should Attend

Anyone who leads meetings or wants to be better understand how great meetings are structured and facilitated

### The Learning Opportunity

- Learn the role and beliefs of the facilitator in the context of creating powerful meetings that engage, inspire and achieve outcomes
- Understand the 5 core facilitation best practices and how to use them to gain group alignment
- Recognize the importance of making your meetings POP – defining purpose, outcome and process in creating meeting context
- Learn practical engagement and process techniques to optimize group participation
- Understand how to establish norms with a group to minimize challenging meeting behaviors

### Workshop Agenda



#### Module 1: Manage Yourself

- Welcome & Introductions
- Setting the Workshop Context and Focus
- Roles & Behaviours of Meeting Leaders
- Partner Facilitation: Defining Meeting Challenges & Solutions
- The Five Core Practices – S.L.A.P.S.

#### Module 2: Managing the Meeting Structure

- Getting Ready for the Meeting: the Pre-Meeting Checklist
- The POP Technique

#### Module 2: Managing the Meeting Structure (Continued)

- Meeting Design: Process/Agenda Templates
- Engagement Techniques and Exercise

#### Module 3: Managing the Group

- Tips for Starting the Meeting – the importance of setting context
- Group Facilitation: Setting Norms Exercise
- Refereeing the Norms and Exercise
- Learning Round Up

