



Workshop Description

How do your organization's meetings stack up?

Do attendees leave meetings feeling that their time was 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 apprise you to the behaviours of effective facilitators, the key elements of meeting structure and ways to effectively manage group dynamics.

The Learning Opportunity

Participants in this workshop will:

Manage Yourself

- Learn the role and beliefs of the facilitator in the context of creating powerful virtual meetings that engage, inspire and achieve outcomes
- Understand the 5-core facilitation best practices and how to use them to gain group alignment

Manage the Process

- Recognize the importance of making your virtual meetings POP — defining purpose, outcome and process in creating meeting context

Manage the Group

- Learn practical engagement and process techniques to optimize group participation
- Understand how to establish and get buy-in to group norms to minimize challenging virtual meeting behaviors

While all techniques and engagement strategies taught and modeled in our Half-Day, In-person delivery apply to in-person meetings, most best practices apply to any type of meeting.

Workshop Modules

Workshop Purpose

To ensure participants have the foundational tools and confidence to engage in facilitating most types of meetings.

Module One: Manage Yourself

- Essential Roles of Meeting Leaders
- The Roles, Beliefs and Purpose of Facilitation
- **Partner Facilitation:** Defining Meeting Challenges & Solutions

The Five Core Facilitation Practices (L.E.A.P.S)

Module Two: Manage The Process

- Getting Ready for the Meeting: The Pre-Meeting Checklist
- The POP Technique
- Prep Design: Process/Agenda Templates
- Engagement Techniques and Exercise

Module Three: Manage The Group

- Tips for Starting the Meeting
- Norms
- **Group Facilitation:** Creating Norms Exercise
- Facilitator Feedback and Exercise Debrief
- Learning Round-Up

Who Should Attend?

- Anyone who leads virtual or in person meetings
- Anyone who participates in meetings who wants to better understand the keys to successful group dialogue



About Facilitation First

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.