



## Facilitation Workshop

### Abstract

This workshop is for anyone who would like to stop the waste that most meetings have by learning how to facilitate meetings. After this workshop you will be able to:

- Plan and lead meetings that people will want to attend
- Leverage meetings to achieve the organization's goals
- Use meetings to create a setting where the sum of the participants is significantly greater than the individuals.
- Make your conference calls engaging and effective

As part of this workshop, the participants will define a program for encouraging / increasing the use of facilitation throughout their organizations. The workshop will include simulations via a series of meetings where the participants will practice the facilitation techniques that will be learned.

### Target Audience

Anyone who leads meetings of any kind.

### Pre-requisites

None.

### Content

Common ways to derail meetings

Learn to identify common dysfunctions in meetings

#### Preparing a meeting

- Understand the meeting purpose
- Understand the players' roles - ensure only and all relevant participants arrive
- Effective invites and reminders
- Soliciting input
- How much time to allocate
- pre-meeting interviews
- Pre-meeting agenda, on-going meetings
- The best preparation
- The facilitator



## Opening a meeting

- Purpose
- Working agreements
- Ice-breakers
- Reviewing/Setting the agenda
- Scribing
- Time keeping

## Managing discussions

- Kanban agenda
- Time-boxing
- Visibility and confirmation in a meeting
- Safety
- NVC
- Working agreements
- Parking lot
- Action plan
- Decision board

## Collaborative decision-making

- Definition of consensus
- Decision making modes
- Why is collaborative decision making a good default?
- How can collaborative decisions make us smarter... or dumber
- Tools of the trade
- Addressing safety issues
- Preparing for collaborative decision making

## Virtual meetings

- identify facilitator
- plan ahead
- check in, use names
- team display
- maintaining engagement
- short meetings, breakout sessions
- rotate facilitation on agenda items
- send out materials in advance
- process check
- confirm terminology
- look for miscommunications
- vocal tone
- acknowledging / reflecting
- interventions



- chat meeting
- common visual focus
- tools of the trade closure

### Facilitating challenges

- Handling conflicts in meetings
- Difficulty in facilitating

### Closing Meetings

- Summary
- Decisions, action items (SMART)
- Leveraging our meeting tools
- Retrospectives / ROTI

### Followup

- Meeting minutes, and more
- Managing a sequence of meetings
- Ensuring ongoing preparedness

### **Duration**

1 day (8 hours).