

The Confident Facilitator

Essential Skills for Great Meetings

The Confident Facilitator is a two-day hands-on program guaranteed to give you a practical foundation in how to facilitate meetings that are positive and effective. Research indicates that as much as 50 per cent of meeting time is unproductive or lacks focused outcomes. Whether you lead meetings at work, in the community or in multi-stakeholder settings, solid facilitation skills are the antidote to wasted meetings and frustrated participants.

“An excellent foundation and overview of facilitation concepts, tools and practices, with an invaluable reference manual. This course gave me the knowledge, skills and best practices that I can immediately put into practice.” – PS



Learning Objectives

- Discover the characteristics and components of a great meeting
- Understand the role of a facilitator versus a chairperson
- Receive key steps to preparing for a meeting
- Practice essential skills you need during a meeting
- Learn five tools that enable you to facilitate basic meeting outcomes
- Apply techniques and methods to keep a group on track
- Gain insights and interventions for group dynamics
- Be able to close with clarity and commitment

Ideal For

Meeting leaders who are seeking to improve the quality and output of their meetings, including managers, supervisors, department and team leaders, project managers, internal consultants, and business analysts, various professional and technical experts, change and quality improvement agents.

“I would wholeheartedly recommend this course! I knew nothing of facilitation and the art form. Brenda and Myriam are caring, compassionate and brilliant teachers who make you feel confident while providing a secure and safe learning environment.” - LC

Benefits

You will walk away with techniques, insights, skills and tools that enable you to achieve enhanced meeting performance and ensure productive group results back. Plus you'll receive a terrific reference binder. After taking **The Confident Facilitator** and leading your next meeting, your participants are likely to say, "We attended a focused and productive meeting that started and ended on time. People came prepared for the agenda. We were skilfully facilitated through questions and respectful processes that resulted in clear, creative and relevant outcomes that all had contributed, understood and accepted. This is how all meetings should go!"

Course Focus

The Confident Facilitator is an introduction to facilitating one to two-hour meetings. Our emphasis is on foundational concepts, core methods/toolkit to build skill and confidence in achieving straightforward meeting outcomes. Participants learn by practicing in a safe learning environment, modeling and debriefing of facilitation methods, instructor coaching, and peer feedback. The course includes a self-assessment, small group exercises, active learning discussions and application to relevant issues.

Sample Agenda Topics

Day 1	Day 2
• Facilitation Basics	• Getting A Good Start
• Neutrality: It's Essential!	• Planning & Preparing to Facilitate A Meeting
• What Facilitators Always Do	• More on Great Process
• Meeting Rights & Responsibilities	• Putting It All Together
• Facilitation Toolkit	• Participant Practices
• Participant Practices	• Range of Virtual Platforms & Tools

About Us

At Masterful Facilitation Institute, we support your journey to Great Meetings. We build your skill and boost your confidence so you can design and facilitate effective meetings, every time, for any purpose. Every course we teach is grounded in decades of professional facilitation practice and adult education. Our goal is to ensure the highest levels of understanding, retention and transferability, in a safe, inspiring and gracious learning environment.

Registration Information Master Schedule — <http://www.masterfulfacilitation.com/courses/>

Email us at info@masterfulfacilitation.com, or call us at 778-800-9941

