

## **Facilitating Effective Meetings (1 day)**

### **WHO SHOULD ATTEND?**

Workshop participants can include managers, team leaders, or anyone with the responsibility of having to facilitate meetings. Recommended maximum class size is 20 participants.

### **OBJECTIVES**

This workshop is designed to introduce the concept of *meeting management*. Key meeting elements will be explored including: desired outcomes, roles and responsibilities of participants, meeting agendas, group decision processes, meeting protocol, managing disruptions, and meeting follow-up. The workshop is based on adult education principles following the model of presenting theory, discussing examples, having a personal experience, reflection, and application.

### **WHAT YOU WILL LEARN**

The workshop is designed so that participants will be able to:

- Effectively plan and run meetings
- Model effective facilitation skills
- Use effective preventions to keep meetings on track
- Intervene effectively
- Prevent and manage conflict
- Help the group make better decisions

### **MATERIALS**

Participant workbook, copies of PowerPoint slides, agenda templates, and access to Convergence Group website resources.

### **CONTACT**

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