Facilitation Skills for Leaders

Lead Effective Meetings

This intensive one-day program will provide you with tools and skills for facilitating effective meetings. Enable dialogues that generate trust and effective action. Overcome challenging meeting situations. Develop an individual action plan for showcasing your talent as a facilitative leader.

Online Program Format

The program consists of two online sessions in real time with the instructor; one in the morning and one in the afternoon. Each session lasts about 2 to 3 hours, including breaks. Sessions are highly interactive, with opportunities for you to network with peers, brainstorm ideas, engage in skill-building activities, and receive constructive feedback. You will also have time to work on your own individualized facilitation plan.

In addition, you will receive supplemental resources (readings, videos, self-assessments etc.) that you can access at any time before, during or after the program.

Takeaways

- Feel confident in planning and facilitating meetings, both in person and online
- Make the connection between facilitation and leadership
- Build trust, participation and effective meeting outcomes
- Keep group discussions on a focused and productive track
- Foster a collaborative environment
- Increase accountability for ongoing results
- Create a personalized action plan for effective meeting facilitation

Audience

This program is designed for anyone directly engaged in facilitating meetings or other gatherings of people who need to work collectively to achieve results.
Program Content

Pre-Program Video and Self-Assessment:

- Introduction to meeting facilitation
- Assessing your facilitation needs: identifying your role and facilitation situations, what is working well and what are your biggest challenges, managing the amount of time you spend in meetings

Morning Session:

Linking Facilitation with Leadership
- How facilitation skills can help you lead others
- Building trust and credibility through facilitation
- Examples of excellent and poor facilitation

Common Facilitation Challenges
- Managing meetings online, keeping to time, straying off the agenda, dealing with different personalities and biases, collaborating in real time, managing conflict and political disagreements
- Exercise and discussion: your top facilitation challenges, sharing ideas

The Five-Step Model to Facilitation:

1. Setting a Positive Climate
   - Establishing ground rules, physical and psychological safety, equipment and environment, temperature checks, handling disagreements, modelling accountability

2. Listening to Understand
   - Exercise and debrief: active listening

3. Anchoring Discussions with a Meaningful Purpose
   - Planning the meeting: mission, pre-work, logistics
   - Clarifying the purpose: “Why are we meeting again?”
   - Identifying shared goals and decision-making processes
   - Keeping it lean: staying focused and productive

4. Keeping the Conversation Moving Forward
   - Creating an “off-line parking lot”
   - Knowing when to stop talking
   - Making decisions
   - Controlling the conversation: calling out participants, managing time, remaining on point
**Afternoon Session:**

The Five-Step Model to Facilitation (continued):

5. Involving Everyone
   - Mastering facilitation online: tips, tricks and ideas
   - Overcome barriers to participation
   - Creating team charters
   - Building trust, commitment and accountability
   - Getting comfortable with being uncomfortable
   - Leveraging the expertise in the room

Applying the Five-Step Model
   - *Exercise and discussion*: facilitating a meeting with a focus on inclusivity

Building Your Individualized Facilitation Plan
   - What do you want to achieve?
   - Mindsets, competencies, trust and other non-tangibles for effective facilitation
   - Identifying your role models: how do they engage?
   - Linking to the Five-Step model
   - Getting to the next level
   - Persuasion and influence
   - Designing your plan

**Special Features**

You will gain valuable hands-on experience by engaging in targeted skill-building exercises. You will also receive feedback from the program instructor, enabling you to move your game forward.

**Program Leader**

Amy Stanley is an Adjunct Professor at the Sauder School of Business. She has worked in various HR roles, including 8 years as an HR Manager in UBC’s Department of Medicine. She has also been awarded Associate Certified Coach status from the International Coach Foundation. She currently manages her own leadership development business specializing in helping leaders handle conflict and challenging professional relationships. She has a global client list from a range of industries including business, finance, government and education.
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