

Meetings That Work



Design and facilitate effective meetings

In today's world of truncated timelines, increased workloads and demands for workplace democracy, we need group decisions made quickly, positively and with diminished frustration. We also need to ensure that meetings are effective, efficient and highly productive. This course is designed for the person who needs tools to enhance participation and productivity in various types of meetings. The course has extensive reference material on various tools and facilitation methods.

Learn how to:

- ▶ Increase the productivity of the group.
- ▶ Focus the purpose and intent of large and small meetings.
- ▶ Aid the group in its decision-making processes.
- ▶ Handle difficult situations in groups.
- ▶ Match process tools to each group's needs.
- ▶ Design effective agendas.
- ▶ Create participatory environments.
- ▶ Develop a sense of teamwork among team members.

Daily Structure

DAY ONE	DAY TWO
SESSION ONE Participation in Meetings <ul style="list-style-type: none"> • Keys to effective meetings • Nature of Dialogue • Ladder of Involvement 	SESSION THREE Designing Meetings <ul style="list-style-type: none"> • Healthy Communication • STEPS for Effective Meetings • Meeting Design
SESSION TWO Planning Agenda Items <ul style="list-style-type: none"> • Agenda Design • Detailed Processes • Tools and Techniques 	SESSION FOUR Facilitating Meetings <ul style="list-style-type: none"> • Stages of the Journey • Social Styles • Challenging Situations

You can:

- ✓ Move a group toward action.
- ✓ Diminish frustration in your meetings.
- ✓ Get better results from your meetings.
- ✓ Get people more involved.
- ✓ Enable people to become more productive.
- ✓ Design and turn meetings into events.



Links to Certificates and Certification

Meetings That Work is part of:

- ▶ **PFP** [Professional Facilitator Program](#)
- ▶ **TFE** [ToP Facilitation Essentials Program](#)
- ▶ **AFP** [Advanced Facilitator Program](#)



Both programs are endorsed by the International Association of Facilitators at the Comprehensive Level.

This course includes descriptions, with references, of **72 facilitation tools** and methods used by professional facilitators. You will learn how to design effective agenda items, meetings and facilitated events. Practice is an important component.

PRICE: \$1,345.00 + HST in Toronto

REGISTER ONLINE AT <https://ica-associates.ca/courses/meetings-that-work/>



Available as a classroom **In-Person (IP)** course, a scheduled **Live-Online (LO)** course or an online **Self-Directed (SD)** course.

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For more information or to register, please contact us at:

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Facilitating a culture of participation

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