

Facilitation Skills for Successful Meetings

Friday, December 9, 2022

9:00 am–Noon and 1:00–4:15 pm

Morning (9:00 am-Noon)

9:00am Welcome and Overview

Facilitative Roles

Planning the Meeting Agenda

Break

Managing the Flow of the Discussion

Building Optimal Participation: Tools for Engagement

Decision-Making Techniques

Group Dynamics: How and When to Step In

Noon **Lunch Break**

Afternoon (1:00-4:15 pm)

1:00pm The Ladder of Inference and Testing Your Inferences

Break

Small Group Practice Sessions with Coaches

Break

Ending a Meeting Well

Facilitation Development Plan

4:15pm **Adjourn**