



Facilitation Skills for Successful Meetings

December 7, 2018 9 AM to 4 PM
School of Government, UNC-Chapel Hill

- 9:00 Welcome and Course Objectives, Ground rules, Logistics
Introductions (in pairs) and Survey results
- 9:20 **Facilitator Mindset**
Developing an Agenda
- 10:30 Break
- 10:45 **Developing Meeting Ground Rules**
Decision-making in Meetings
- 12:15 Lunch
- 1:00 **Group Dynamics and Tools**
- Meeting flow: Divergent/Groan Zone/Convergent
 - Interest-based Option Generation
 - Mutual Learning Cycle for facilitator intervention
- Small Group Practice and Debriefs**
- Round 1
 - Round 2
 - Round 3
- 3:15 **Ending a Meeting Well**
- Identifying next steps and follow through
 - Evaluation of meeting / continuous improvement for group
- 3:30 **Individual Reflection - Worksheet**
- Option: Group coaching via teleconference
 - Workshop Evaluation
- 4:00 **Adjourn**