Facilitation Skills for Successful Remote Meetings
December 4, 2020
9:00–11:30am and 1:30–4:00pm

Morning (9:00-11:30am)
9:00am Welcome, Introductions, Course Objectives, Grould Rules, Logistics
   Facilitator Mindset
   Developing an Agenda
   Break
   Hybrid Meetings (mix of participants in-person and online)
   Building Optimal Participation
   Break
   Managing the Flow of Discussion
   Decision-making in Meetings: Techniques
11:30am Lunch/ Afternoon Break

Afternoon (1:30-4:00pm)
1:30pm Small Group Practice Sessions with coaches
   Full Group: Debrief practice + next steps for skill development
   Workshop evaluation
4:00pm Adjourn