

Make Your Meetings Work

A One Day, Hands-on Intensive Training in Meeting Facilitation and Agenda Making

By: Kevin Wolf <kevin@wolfandassociates.com> **Workshop Objectives:*** Learn the importance of and how to do introductions, groundrules, agenda review, brainstorming, recording, weighing exercises, and notetaking.

*Gain the basic skills and theory of good facilitation. Facilitator's role(s) - Tasks, responsibilities, and ethics. Basic "tricks" and specific tasks. Role and tasks of co-facilitator, recorder.

Advanced questions as time allows.

*Learn how to craft strategic agendas.

Theory and practical aspects of standard meeting agenda items. Theory and practice of making strategic agendas.

How to create and prioritize meeting "objectives."

How to allocate time to agenda items.

Brainstorming, categorizing, condensing, weighing exercises and prioritizing techniques.

*Learn how to handle problem people.

How to interrupt diplomatically and effectively.

*Learn the basics of the process to "seek consensus."

The proposal, check for concerns, proposal, conclusion process

*Answer top priority questions of individual students.

Workshop Agenda

- 8:15 Coffee and pre-workshop discussion
- 8:30 Welcome - Kevin
- 8:35 Introductions 8:50 Ground rules (basics)
- 9:20 Agenda review (basics).
Clarify definitions.
How to make effective use of Agenda Review.
Agree to training objectives.
What do participants individually want to learn? 9:45 Break
- 10 am Tricks of a Good Facilitator (the basics) - Brainstorm and clarify 10:15
- Meeting: Decide what is the biggest factor in meeting failures
(need facilitator, recorder, time keeper)
- 10 min Agenda review (Kevin)
- 10 min Brainstorm (student 1)
- 15 min Categorize, condense/combine, discuss
- 10 min "Vote" (weighing exercise - 1)
- 15 min Seek consensus (student 2)
- 11:15 Evaluation of students and exercise (positives/negatives-improvements)
Student 3
- 11:40 Lunch
- 12:30 Steps toward crafting agendas. Kevin
- 15 min Understand goals and objectives, tasks and strategies.
- 15 min How to develop meeting objectives.
- 1 pm Decide the topic(s) of the breakout session's Exercise Agenda
- 5 min Agenda review
- 10 min BS possible real agendas (student 4)
- 10 min Discuss
- 5 min Explain "consensus" process (Kevin)
- 10 min Consensus (student 5)
- 1:45 Evaluate exercise/facilitators (students 6)
- 2 pm Clarify parameters and directions for Exercise Agenda. - Kevin
- 2:10 Break
- 2:20 Exercise. Break into 4-5 person groups. (students 7-9, 10-12)
Create an agenda for the designated meeting.

- 3:15 Exercise Evaluation (student 13)
- 3:30 Weighing exercise 2 - What should we cover in last 40 minutes (student 14)
Review "Bin" and initial list of student objectives.
- 3:40 Student evaluation - student 15)
- 3:45 Open session covering priority issues - Kevin
- 4:20 Workshop Evaluation - (student 16)
- 4:30 Adjourn