

Meeting Facilitation Techniques Workshop

Stock Agenda

Workshop Objective

The purpose of this workshop is for participants to gain basic understanding of the essential functions of a meeting facilitator, understand some basic facilitation techniques, and know a bit about meeting facilitation theory and where to go for more information.

- 0:00 **Opening**
 Objectives, Agenda, Ground Rules
 Handouts
 Introductions
- 0:15 **Theory**
 Facilitation is an attitude of empowerment
 Essential Purpose
 Essential Functions
 Advance Planning
 Key Characteristics of Facilitators
- 1:00 **Techniques**
 Provide structure
 Encourage participation
 Reflect the group as a whole
 Move the group forward
- We'll take a break
somewhere in here.*
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- We begin by reviewing many techniques in each of the above categories, then via multi-voting we identify those that we most want to learn about, then we focus on how to do a few techniques of greatest interest.
- 2:30 **Resources**
 Books
 Websites
 Tips
- 2:45 **Questions**
- 3:00 **Adjourn**

