

- ✓ PROFESSIONAL DEVELOPMENT
- ✓ TEAM BUILDING
- ✓ EQUITY, DIVERSITY AND INCLUSION



LEARN HOW TO HAVE

Powerful, Productive, Effective Meetings

Facilitating Group Participation

A seven-week online certificate program for teams

Galvanize your team while building skills that drive results and strengthen interpersonal dynamics. In this course, teams learn how to plan, lead, manage and coordinate highly effective meetings using the art and science of facilitation. Each participant earns a Group Facilitation Certificate and CAE credits. Learn more at www.YourMeetingCoach.com.



Build Skills, Maximize Meeting Results

Strengthen leadership skills, morale and outcomes by learning to:

- Design and guide effective results-oriented meetings
- Cultivate interpersonal skills, ownership and accountability
- Turn difficult situations into productive experiences

Learn & Collaborate at Your Convenience

We use a powerful and convenient blended approach:

- Live instructor-led lessons online
- Group practice, discussion and coaching
- Individual reading, presentation, reflection and evaluation

The Agenda

In this 7-week program, teams participate in four online meetings for Modules 1, 3, 6 and 7. All team members receive a copy of Sam Kaner's *Facilitator's Guide* and a Group Facilitation Certificate.

- Module 1: Principles of Facilitation
- Module 2: Facilitative Listening Skills
- Module 3: Chart Writing Techniques
- Module 4: Effective Brainstorming
- Module 5: Productive Discussions
- Module 6: Designing Agendas
- Module 7: From Difficult People to Constructive Outcomes

Who Should Attend

Anyone involved in meetings, project management, and community, employee or volunteer engagement

Price: \$495 per person.
Discounts for groups of 10+
.....

Register by 1/1/19,
get 15% off!

This program is taught by Laurie Dougherty, CAE, a certified ToP Facilitator. Contact Laurie: 888-400-1029, Laurie@YourMeetingCoach.com



Learn more at www.YourMeetingCoach.com