

# Facilitation Skills for Successful Meetings

Friday, December 8, 2023

9:00 am–Noon and 1:00–4:15 pm

## Morning (9:00 am-Noon)

9:00am      Welcome and Overview

                  Facilitative Roles

                  Planning the Meeting Agenda

**Break**

                  Managing the Flow of the Discussion

                  Building Optimal Participation: Tools for Engagement

**Break**

                  Decision-Making Techniques

                  Group Dynamics: How and When to Step In

Noon         **Lunch Break**

## Afternoon (1:00-4:15 pm)

1:00 pm      The Ladder of Inference and Testing Your Inferences

**Break**

                  Small Group Practice Sessions with Coaches

**Break**

                  Ending a Meeting Well

                  Facilitation Development Plan

4:15 pm      **Adjourn**