

{Essential Facilitation Skills Agenda}

Full Course Agenda

Our courses are very participatory and hands on, as we believe that facilitation skills are best learned through personal practice and feedback. Each day of our course, you will have at least two opportunities to practice the facilitation skills we will learn, with feedback and help when and where you need it!

Day One 9:00 am – 4:00 pm

- 8:45 Arrival and Snacks
- 9:00 Welcome and Purpose of the Course
- 9:05 Agenda for the Course
- 9:15 Q & A
- 9:30 What is Facilitation
- 10:15 Break
- 10:30 Your Personal Facilitation Style
- 11:15 Facilitation Practice
- 10:40 Third Facilitation Recording and Feedback
- 12:00 Lunch Break
- 1:00 Preparing for the Meeting
- 1:45 Facilitation Practice
- 2:30 Break
- 2:45 Setting the Stage
- 3:30 Review and Day One Wrap Up

Day Two **9:00 am – 4:00 pm**

- 8:45 Arrival and Snacks
- 9:00 Welcome and Purpose of the Course
- 9:05 Agenda for the Course
- 9:15 Q & A
- 9:20 Creating Energy and Excitement
- 10:00 Facilitation Practice
- 10:30 Break
- 10:30 Focusing the Team and Building Consensus
- 11:15 Facilitation Practice
- 11:45 Lunch Break
- 12:45 Dealing with Dysfunction
- 1:30 Facilitation Practice
- 2:15 Break
- 2:30 Final Video Preparation Work
- 3:30 Review and Day Two Wrap Up

Day Three 9:00 am – 4:00 pm

- 8:45 Arrival and Snacks
- 9:00 Welcome and Purpose of the Course
- 9:05 Agenda for the Course
- 9:15 Q & A
- 9:20 Documenting and Recording
- 10:00 Facilitation Practice
- 10:30 Break
- 10:30 Capturing Agreements and Actions
- 11:15 Facilitation Practice
- 11:45 Lunch Break
- 12:45 Closing the Meeting and After Action
- 1:30 Facilitation Practice
- 2:15 Break
- 2:30 Final Video Preparation Work
- 3:30 Review and Day Two Wrap Up

Day Four: Course Review and Live Video Recording!

9:00 am – 2:00 pm

- 8:45 Arrival and Snacks
- 9:00 Welcome and Purpose for the Day
- 9:05 Q & A
- 9:15 First Facilitation Recording and Feedback
- 9:55 Break
- 10:00 Second Facilitation Recording and Feedback
- 10:35 Break
- 10:40 Third Facilitation Recording and Feedback
- 11:15 Break
- 11:20 Fourth Facilitation Recording and Feedback
- 11:55 Break
- 12:00 Fifth Facilitation Recording and Feedback
- 12:35 Lunch Break
- 1:00 Sixth Facilitation Recording and Feedback
- 1:35 Full Course Review and Wrap up
- 2:00 Close