

Planning and Facilitating Collaborative Meetings Training Agenda

Day 1 Welcome & Introductions.

9:00 Training Context – Setting the Stage

Objective

Participants will understand the objectives of the training.

Break

Introductory Facilitation Skills

Steps in the Collaborative Process

Objectives

Participants will:

- Understand the role of the Facilitator.
- Learn and practice beginning facilitation skills.
- Discuss different meeting types and decision making processes.
- Understand a six step systematic approach to the Collaborative Process (CP).
- Discuss and use a tool to assess the collaborative potential, step 1 of the CP.

12:00 LUNCH

1:00 Engaging Stakeholders

Objectives

Participants will:

- Understand how to engage the right stakeholders in the process, Step 2 in the CP.
- Discuss conflict styles and the nature of conflict.
- Discuss stakeholder positions versus interests.
- Analyze each potential stakeholder to determine which stakeholders need to be represented during the process.

Working with Groups to Understand the Issue

Objectives

Participants will:

- Discuss the importance of understanding stakeholder perspectives on the issue, Step 3 in the CP.
- Discuss and practice the role of the facilitator in managing group dynamics.
- Practice facilitation tools designed to assist the group in understanding the issue from all perspectives.

Break

Working with Groups to Understand the Issue (continued)

Objectives

Participants will:

- Understand how to develop a Problem Statement.
- Discuss the effect of change on meeting dynamics.
- Practice the use of a tool to collect input.

5:00 Adjourn

Planning and Facilitating Collaborative Meetings Training Agenda

Day 2 Welcome Back and Review

9:00 Dealing with Disruptive Behavior in Meetings

Objectives

Participants will:

- Understand what motivates most disruptive behavior.
- Practice using intervention skills to deal with disruptive behavior in group meetings.
- Generate Alternatives for resolving the issue, step 4 in the CP.

Break

Using Facilitation Tools Develop Alternatives and Plan Meetings

Objectives

Participants will:

- Discuss which stakeholders to involve in developing alternatives, and learn tools available to assist.
- Practice using a tool to gather information without creating conflict.
- Learn how to intervene when disruptive behaviors arise.
- Practice prioritizing and selecting alternatives, step 5 in the CP.
- Learn tools that can be used to prioritize alternative solutions.
- Develop a facilitator agenda and practice using a tool to select alternatives.

12:00 LUNCH

Conduct Meetings using Process Tools

Objectives

Participants will:

- Practice planning and facilitating a meeting using tools.

Implementation

Objectives

Participants will:

- Discuss the importance of Implementing the selected Alternative(s), step 6 in the CP.

Concluding Thoughts

Objectives

Participants will:

- Have an opportunity to ask questions about the skills and tools, and provide feedback on the course.

5:00 Adjourn