

**Agenda Day 1**  
**Planning and Facilitating Collaborative Meetings**

**Day 1 Welcome & Introductions.**

**9:00 Training Context – Setting the Stage**

Objective

Participants will:

- Understand the objectives and context of this training.
- Know other participant names and which organizations are represented.
- Know how others in the room perceive running a contentious meeting.

**Break**

**Collaborative Process (CP) Steps and Introductory Facilitation Skills**

Objectives

Participants will:

- Understand the collaborative process steps and when the process is useful.
- Learn and practice beginning facilitation skills.

**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 and determine what role they might play.

**Understand All Perspectives of the Issue**

Objectives

Participants will:

- Discuss the importance of understanding the issue from the stakeholder perspectives, Step 3 in the CP.
- Discuss the role of the facilitator in managing the perspectives and the group dynamics.
- Learn skills and tools to assist stakeholders in gaining a full understanding of all the perspectives of the issue.
- Practice facilitation skills and use tools to lead a group to shared understanding of the issue.

**Break**

**Understand All Perspectives of the Issue (continued)**

Objectives

Participants will:

- Develop a problem statement.
- Understand the effect of change on meeting dynamics.
- Practice the use of a tool to collect input.

**5:00 Adjourn**

## Agenda Day 2

### Planning and Facilitating Collaborative Meetings

**Day 2**  
**9:00**      **Welcome Back and Review**

#### **Managing Disruptive Behavior in Meetings**

##### Objectives

Participants will:

- Understand the factors that may motivate difficult behavior.
- Practice using intervention skills to deal with disruptive behavior in group meetings.
- Generate alternatives for resolving the issue, Step 4 in the CP.
- Practice using a tool to gather information without creating conflict.
- Learn how to intervene when difficult behaviors arise.

#### **Break**

#### **Using Facilitation Tools to Plan Meetings**

##### Objectives

Participants will:

- Understand Step 5 in the CP, “Select Alternatives.”
- Learn and practice tools that can be used to select alternative solutions.
- Develop a facilitator agenda and practice using a tool to select alternatives.

#### **LUNCH**

#### **Conduct Meetings using Process Tools**

##### Objectives

Participants will:

- Practice planning and facilitating a meeting using facilitation tools.

#### **Implementation**

##### Objectives

Participants will:

- Discuss the importance of including implementation as part of the process, 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**