

# Confidently Facilitating Team Meetings

*Presented by Casson & Choi*

Location:

The YWCA  
Program Centre

535 Hornby St.  
Vancouver

*Created specifically for those who are interested in increasing the effectiveness of their meetings.*

*The workshop is highly interactive, practical and includes your own Team Meeting kit.*

*You will learn;*

- *The 10 principles of effective meetings*
- *How to effectively facilitate and lead meetings*
- *The role and responsibilities of an effective facilitator*
- *The difference between directive and balanced facilitation methods*
- *Effective meeting structure and evaluation*
- *Understand the basics of group dynamics*
- *How to maintain objectivity*
- *How to engage challenging participants*
- *Strategies and principles for managing group discussion*
- *How to deal with challenging situations*

*Facilitation is the art of leadership in group communication*

**June 14<sup>th</sup> 2010, 9:00 – 4:00**

**\$199.00 + GST**

Coffee breaks included.

For more information or  
online registration

[www.cassonandchoi.com](http://www.cassonandchoi.com)

or

#778-331-8859

Please register me for **Confidently Facilitating Team Meetings**

**Online registration [www.cassonandchoi.com](http://www.cassonandchoi.com)**

Name \_\_\_\_\_

Organization \_\_\_\_\_ Discipline \_\_\_\_\_

Mailing Address \_\_\_\_\_

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Phone \_\_\_\_\_ Email \_\_\_\_\_

*Please make cheques payable to*

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