

“Facilitating Meetings – from 3 - 300”

Meetings – from the smallest staff or team meeting to the largest public meeting - can be a frustrating waste of everyone’s time, or a powerful tool for moving forward.

Success depends on good design and facilitation.

This workshop will give you clarity and confidence in making meetings and workshops as effective as possible.

YOU WILL BE ABLE TO APPLY THE LESSONS TO:

- public consultation and involvement processes (including large public meetings);
- community development and capacity building;
- meetings within your organisation;
- management and committee meetings;
- community action groups;
- any work or activity that requires people to explore ideas together.

THIS WORKSHOP WILL INCLUDE:

- 4 responsibilities of facilitation: power, voice, clarity, outcome;
- Planning successful meetings;
- Structuring large groups and public meetings;
- The dynamics of small groups - being human together;
- Staying solid when the meeting gets shaky;
- Simple facilitation techniques;
- Hints for effectiveness: ‘The one percenters’;
- Dealing with tensions – the place of mediation;
- Real life examples.

The training will be related directly to the work (paid or un-paid) that you do in, with or for communities or organisations. It will encourage meetings that develop ‘community’ (a sense of ‘us together’) and spirit.

THE TRAINER: *Tim Muirhead, of the CSD Network has more than 20 years experience as a trainer, adviser and practitioner in community development and related fields. He now works, on a consultancy basis, with all spheres of government, non-government agencies and community groups.*

Tim is the author of “Weaving Tapestries: a handbook for building communities”

visit www.csdnetwork.com.au

WHEN:

*1st May 2013 • 08:45 - 12:45
Followed by lunch (included in price)*

WHERE:

*GERALD NEW ROOM
WOLLASTON CONFERENCE CENTRE, WOLLASTON RD, MT CLAREMONT*

PRICE:

\$175 (inc of GST) Lunch and all workbooks are provided

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