Facilitation: Tools of the Trade

Council of New Jersey Grantmakers’ Annual Meeting & Luncheon
Pre-Meeting Workshop

Presenter:
Janice Simsohn Shaw
Association of Small Foundations
Agenda

• Ground Rules
• Speed Networking
• Facilitation Tips
• Trouble & Trouble-Makers
• Your Meeting Planning
• Closing Reflections
Ground Rules

• Confidentiality
• Be Present
• Stretch
Speed Networking

Introduce yourself and share…

WHY DID YOU COME TODAY?
Speed Networking

Introduce yourself and share…

WHAT TYPES OF MEETINGS DO YOU FACILITATE OR PARTICIPATE IN?
Speed Networking

Introduce yourself and share…

WHAT DOES GOOD FACILITATION LOOK AND FEEL LIKE & ACCOMPLISH?
Facilitation Tips

• Meeting Facilitation Design Worksheet
• Plan-Plan-Plan
• Preventions & Interventions
• The Most Powerful Tool You’ve Got…
Trouble & Trouble-Makers

• Work in quartets

• From your own role – or imagine one

• Pithy Report-Out
Your Meeting

• Use meeting design worksheet to prep for (ideally) real upcoming meeting

• Partnered sharing/help/feedback
Closing Reflections
Thank you!