Leading with Facilitation and Meeting Skills

January 20, 2016
8:30 a.m. - 3:30 p.m.
Advance Business & Manufacturing Center
Green Bay, WI

Instructors – Beverly Scow & Jen Schanen

Beverly Scow, CTF, is the Assistant Director of Wise Women Gathering Place and a Certified ToP Facilitator and Mentor ToP Trainer. Beverly provides facilitation services locally and nationally, bringing 15 years of leadership experience in facilitation program development.

Jen Schanen, MSW, is a lecturer in the Social Work Professional Program at UW-Green Bay. As a Certified ToP Facilitator and Qualified ToP Trainer, Jen has extensive experience using ToP Facilitation Methods locally and nationally, and has integrated these methods into her facilitation of youth violence prevention programming.

Are you tired of attending meetings that do not produce meaningful results? Do you ever wonder how some people seem to know the next right questions to move their team toward the future? Participants in this workshop will practice developing dynamic conversations that appeal to many intelligences, increasing ownership in meeting results.

What you will learn:

- The difference between hierarchical and facilitative leadership – and when each style is appropriate.
- A practical, easy-to-apply method for leading focused conversations with your colleagues, family and more.
- How to blend facilitation with dynamic meeting and presentation skills.
- Facilitation tips to help polish the skills you already have.

Why you should attend:

Facilitation skills are a growing requirement of today’s workforce. Giving effective presentations, conducting rich conversations and creating engaging and interesting meetings can be challenging. Methods presented in this workshop will help you to deal with more information in less time, provide for meaningful dialogue, broaden a group’s perspectives, elicit clear ideas and conclusions, and allow the entire group to participate.

Small Business Development Center

The Wisconsin Small Business Development Center (SBDC) at UW-Green Bay is your local business resource. We have helped thousands of entrepreneurs in the New North successfully start or grow their business. The SBDC offers a full range of business management and workforce development training programs for both established businesses and start-up companies. Business advisors teach business owners and managers about best business practices, sharing information and expertise that facilitate changes. There is no charge for many of these confidential services.
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Workshop Site
Advance Business & Manufacturing Center
2701 Larsen Road, Green Bay

Workshop Meeting Time
8:30 a.m. - 3:30 p.m.

Confirmation
Prior to the workshop, you will receive a letter with directions to the workshop site.

Accommodations
If you need an accommodation for a disability to fully participate in this program, please call Ryan Kauth at 920-496-2117 at least three weeks prior to the program.

Available at Your Site
Customized, in-house presentations of these workshops are available. Call 920-496-2117 to discuss potential professional development and leadership options. Additional topics are available. Content will be tailored to meet your needs.

Cancellation/Refund
To receive a full refund, you must cancel no later than seven (7) business days prior to the start of the program. Cancellations after this time will be responsible for the full program fee.
Substitutes are welcome. Walk-ins are welcome — please call 24 hours in advance to ensure space availability. If you wish to transfer your registration to another workshop, a $50 transfer fee is applied.

Available as part of the Supervisory Leadership Certificate Program

Funded in part through a Cooperative Agreement with the US Small Business Administration (SBA). Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Ryan Kauth, 2701 Larsen Road, Green Bay, WI 54303, and (920) 496-2117. The support given by the SBA does not constitute an expressed or implied endorsement of the opinions, products, or services of the SBDC. The Small Business Development Center services are part of the UW-Green Bay Division of Outreach and Adult Access. We are also a partner in education with the University of Wisconsin-Extension. SBDC programs are nondiscriminatory and available to individuals with disabilities. AA/EOE.

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