



IIFAC

Internacional Institute for
Facilitation and Change



HELP!
**OUR MEETINGS NEED
A FACILITATOR**

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HELP!
OUR MEETINGS NEED
A FACILITATOR

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Certified Professional Facilitator and Director
International Institute for Facilitation and Change



**JOIN THE
INTERNATIONAL
STRUGGLE TO
END BORING,
UNPRODUCTIVE
meetings now!**

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5 meeting lifesavers

- 1** The missing role that can turn a group into a team
- 2** The invisible meeting element that everyone can feel, but most cannot name
- 3** The step that contributes up to 80% of meeting success – and that most groups skip
- 4** A boss with facilitation skills !
- 5** One bold change you can introduce today



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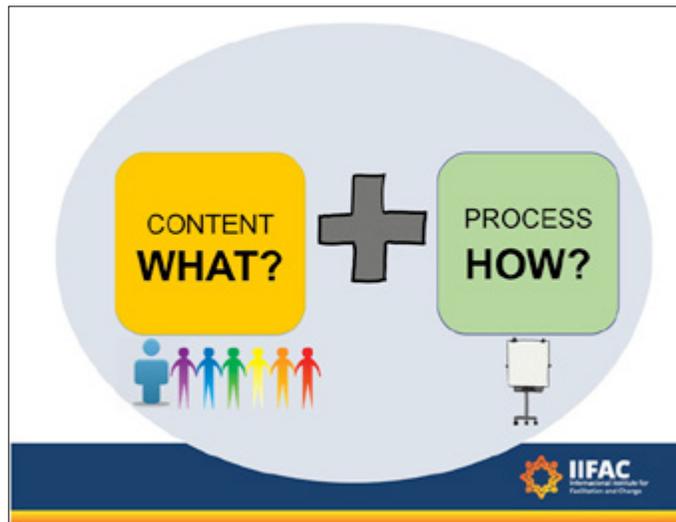
**The missing role
that can turn a group into a team**

Facilitator



Poll: Do your meetings have a facilitator?

- Always
- Sometimes
- Never
- Not sure



Analysis of a recent meeting

Imagine that you have the magical power to magnify the best parts of the meeting and eliminate the worst elements. What would you change?

MORE.....

LESS.....

Write your answers in the chat



Role of the facilitator

A leader who **thinks critically** about meeting dynamics and proposes/ implements strategies for **optimizing the use of the group's time**



The **invisible meeting element** that everyone can feel, but most cannot name

PROCESS
HOW?



Process has the potential to put people to sleep or put them to work.



Content or Process Game

Meeting Element	Content WHAT?	Process HOW?
Topics on the agenda		
Time allotted for each topic		
Room setup		
Proposals		
Brainstorm		
Decision		



Typical Meeting Timeline

Before	During	After
Schedule 	<p style="text-align: center;">MEET</p>	Follow up



Recommended Meeting Timeline

Before	During	After
Gather information 	Meet 	Follow up
Plan Agenda 		

Meeting excellence depends in large part on the time invested in research and planning **BEFORE** the meeting and can take up to **TWICE** the time spent in the meeting itself.

Does this match your experience?

Comments in the chat please!

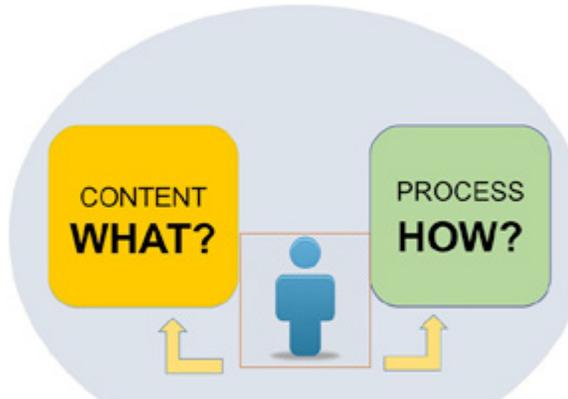




A boss with facilitation skills!

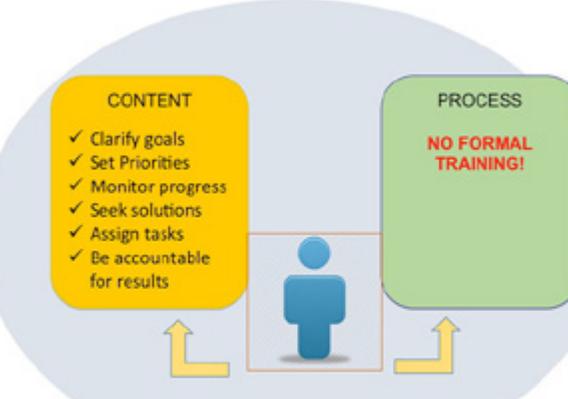


Facilitation is a leadership skill.



**CONTENT
WHAT?**

**PROCESS
HOW?**



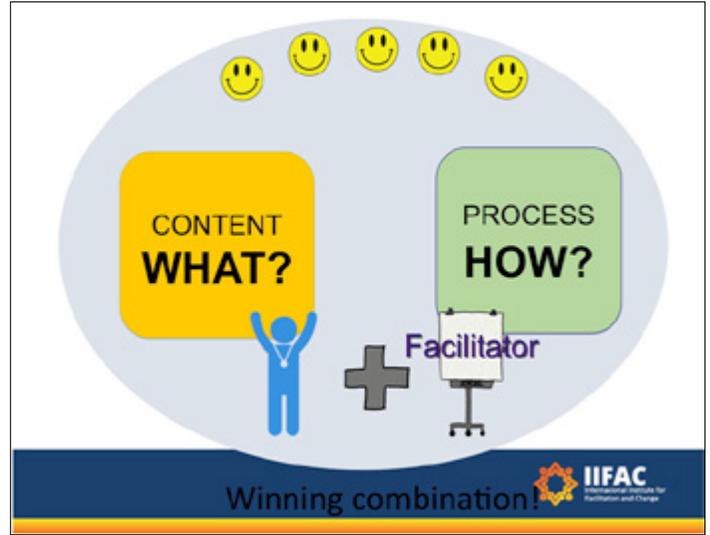
CONTENT

- ✓ Clarify goals
- ✓ Set Priorities
- ✓ Monitor progress
- ✓ Seek solutions
- ✓ Assign tasks
- ✓ Be accountable for results

PROCESS

NO FORMAL TRAINING!





5

One bold change you can introduce today.

Be crystal clear about the **PURPOSE** of the meeting.

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Example A: Weekly Staff Meeting

WHY are we meeting?: To share information about Project A

Role of participants: Listen only

Expected outcome: Information shared

Probable outcome:

Low expectations
Minimal engagement

NOT a good return on investment!

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Example B: Weekly Staff Meeting

WHY are we meeting?: To review progress on a key project

Role of participants: Ask questions, propose solutions, commit to tasks.

Expected outcome: Decisions about the action plan

Can you see the difference between this meeting and the "information sharing" example? Comments in the chat please!



Tip for defining meeting purpose

Complete this sentence:

By the end of this meeting we will have....



- **Analyzed** the current status of Project A
- **Identified** problem areas
- **Decided** on next steps to keep the project on track



Your assignment

When planning future meetings, always ask



WHAT IS THE PURPOSE OF THE MEETING?

The answer should indicate:

- WHO should attend
- WHAT information is needed
- HOW the group will be asked to participate
- The expected RESULT



✓ Check the lifesavers you plan to grab now



Add the missing role: **FACILITATOR**



Add the invisible meeting element: **PROCESS**



Add the step that contributes up to 80% of meeting success: **Planning**



Become (or find) a **boss with facilitation skills!**



Take Immediate action step: **Define meeting purpose**



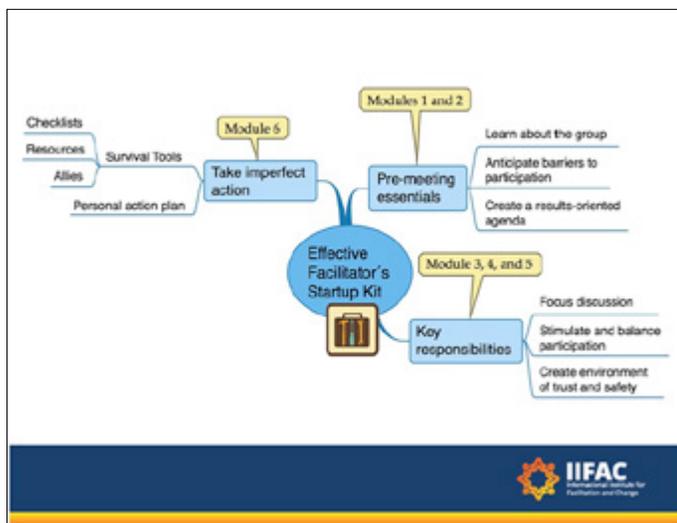
New Online Course!

Effective Facilitator's Start-up Kit




This course is designed for 

- **Busy people** who lead meetings and need active participation of the group in order to achieve important results.
- **The enlightened boss** who realizes that getting trained or having someone on the team who is trained in facilitation would be an asset for the organization.
- **Member of a team** that is floundering because of bad meetings.

What is included 

- **6 online training modules**, recorded so you can study at your convenience.
- **Training materials**, including templates, checklists, and supplemental reading that will equip you to work with groups with the confidence of a seasoned professional.
- **Local and virtual learning circles** where you can connect with others who are on the same journey.



Plus!



- **Technology orientation.** No special software or equipment is needed.
- **Open Q & A sessions** with the instructor to answer your burning questions and lingering doubts.
- **GIFT! Online course** Hiring and getting hired as a facilitator.



Course Calendar



Live webinars: 60-90 minutes each

- Module 1: April 21
- Module 2: April 23
- Module 3: May 5
- Module 4: May 12
- Module 5: May 19
- Module 5: May 26

Recordings will be available within 24 hours.

Materials will be available indefinitely online.



Special offer



Standard Course fee: \$497 USD

**10% discount when you
register by April 5
Offer extended until April 15!
\$447**

english.iifac.org/facilitators-start-kit/



Meeting cost calculator





- Executives spend more than two days every week entirely on meetings involving three or more coworkers.
- On average 15 percent of an entire organization's collective time was spent in meetings during 2014 – a number that has increased yearly since 2008.

How much time and money is your organization spending on meetings?



The math is not difficult.



Data needed:

- Average salary of your group members
- Average number of members per meeting
- Typical duration of meetings
- Average frequency of each meeting (daily, weekly, monthly, etc.)

See complete description of how to do the calculation and a list of meeting cost calculators in your Action Guide.



Time is your scarcest resource.

The cost of wasting it in meetings is not only FINANCIAL.



It also affects MORALE and erodes hope that your organization can be an effective force for POSITIVE CHANGE in the world.



Meeting cost calculators



- <https://hbr.org/2016/01/estimate-the-cost-of-a-meeting-with-this-calculator>
- <http://www.effectivemeetings.com/diversions/meetingcost.asp>
- <http://meetingking.com/meeting-cost-calculator/>
- <http://www.meetr-app.com/>





Action Step

Calculate the opportunity cost of your meetings

What: Spreadsheet

Who/Where: Proponents of the change process

Use: Documentation of the current cost of meetings

How: Follow the steps described below; see example in the attached excel document.

A. The opportunity cost of a single meeting

1. Identify the participant groups (i.e., senior management, middle management, administrative assistant, etc.) represented at a specific meeting in your organization
2. Estimate the hourly salary of each group
 - Start with the average annual salary of those in each group
 - Divide the amount by 240 (number of working days in a year)
 - Divide this amount by 8 (number of hours in a workday)
3. Multiply estimated hourly salary by the number of people in each participant group present in the meeting
4. Multiply this figure by the hours the meeting lasts
5. Repeat this calculation for each participant group.
6. Add together the results for all the participant groups to know the opportunity cost of this meeting

B. Weekly cost of this kind of meetings

To estimate the weekly cost of all meetings similar to the one calculated above, multiply the single meeting cost by the average number of similar meetings held in your organization or department per week

C. Annual cost of these meetings

Calculate the annual cost by multiplying the weekly figure by 50.

For a GLOBAL ESTIMATE of the cost of all meetings in your organization

- #1. Identify the number of employees in each of the participant groups mentioned in A.2 above.
- #2. Calculate the average hourly salary for each of the participant groups as described in A.2-4 above.
- #3. Estimate the number of hours per week the employees in each group spend in meetings
- #4. For each group multiply the results of #1 x results of #2 x results of #3
- #5. Total the #4 results from all the groups