



Facilitation and Meeting Management Training

The Cispus Institute, in partnership with the Umatilla National Forest, is bringing their **Facilitation Training** to the Walla Walla valley the first week in November and you are invited to join us for the 3-day session.

As participants, you'll develop the tools and techniques needed to:

- set up a successful meeting
- identify key meeting roles
- increase group participation
- follow-through and drive better decisions.

You'll also learn about team development stages, understanding and handling conflict, learning styles and their applications, as well as many other useful facilitation skills.

A summary of the course objectives, presenters, participant requirements and our registration fees is available at: <http://www.fs.usda.gov/goto/cispus>

**November 1-3
2016**

Tuesday, November 1,
1:00 pm–8:30 pm
Wednesday, November 2,
8:00 am–8:30 pm
Thursday, November 3,
8:00 am–12:00 pm
(Meal breaks included)

Location

College Place Fire
Department Conference Rm
629 S College Ave,
College Place, WA

Lodging

A block of rooms have been reserved at the historic Marcus-Whitman Hotel - 509.522.2200
www.marcuswhitmanhotel.com

Facilitation and Meeting Management Training

Cispus Institute and Umatilla National Forest
Registration Form

November 1-3, 2016
College Place Fire Department Conference Room
629 S College Ave, College Place, WA



Class is filled on a first come first served basis! Space is limited.

Cispus Institute

Name _____ Title _____

Work Phone _____ Cell _____

Organization _____ Email _____

Organization Address _____

Questions about the course content
and schedule?

Contact Denine Schmitz
d1schmit@blm.gov
(541) 523-1453

Questions about lodging and
facilities?

Contact Tracii Hickman
thickman@fs.fed.us
(541) 278-3819 or (509) 522-6272

Payment

Registration: \$495

Fees must be paid in full at the time of registration. Registration includes instruction, materials, and mentoring. Payment can be made by credit card, check, or cash. Credit Cards must be phoned or faxed. DO NOT EMAIL PAYMENT INFORMATION!!!

Cancellations will be refunded minus \$75.

Credit Card payment may be faxed or phoned ONLY!

Credit Card # _____

Name on card (print name) _____

Expiration date _____

Submit Payment to:
Katy Kelly
Cispus Learning Center
Phone (360) 497-7131
Fax (360) 497-7132

Cardholder Signature

CISPUS Facilitation Training



Registration

\$495.00

Please register using the attached registration form. Fax registration and payment to Katy Kelly, Cispus Learning Center, 360.497.7131.

For logistics contact Tracii Hickman, Umatilla National Forest, 541-278-3819

Location

College Place Fire Station 629 S. College Ave, College Place WA 99324

Accommodations

A block of rooms is available at the Marcus Whitman in Walla Walla 509-525-2200

Schedule

Phase 1: November 1 - 3, 2016

Tuesday, November 1, 1:00 pm – 8:30 pm (Meal breaks included)

Wednesday, November 2, 8:00 am – 8:30 pm (Meal breaks included)

Thursday, November 3, 8:00 am – 12:00 pm

Phase 2: Approximately 6 weeks later, date to be determined

Participant Requirements

Supervisor support to

- Attend Phases 1 and 2 of the training
- Time to pursue at least 1 facilitation experience
- Latitude to communicate with mentor between Phases 1 and 2

Meeting Management

- Develop tools and techniques to set a group up for a successful meeting.
- Identify key meeting roles and how to use them to manage your meeting.
- Increase group participation and follow-through, drive better decisions, and achieve objectives, whether you are a participant or the meeting facilitator.

This session is a 'must' if you frequently find yourself managing tough meetings of any type.

Facilitation Skills

- Acquire skills and techniques to effectively facilitate a group of people.
- Develop techniques to manage the process, people, and information as a facilitator **AND** as a group member including:
 - Designing and managing a process to meet a group's objectives;
 - Managing group interactions to ensure open, respectful, and focused communication
 - Helping the group gather, organize, sort, and synthesize the information.

Learning Styles and their Applications

A learning style is an individual's method of acquiring and processing information as they learn and directly influences how they communicate

- Discover your dominant learning styles as well styles that they may use less often.
- Explore your own personal learning style while recognizing the value of other styles.
- Recognize how learning styles impact communication and human interaction.
- Apply learning styles to improve meeting productivity

Team Development Stages

- Become familiar with the characteristics of high performing teams.
- Recognize the stages of team development and four leadership styles that can affect team behavior.
- Learn key skills for evaluating the team's process.

Understanding Conflict

- Learn the different modes for handling conflict.
- Identify your dominant conflict mode using the Thomas-Kilmann Conflict Mode Inventory.
- Explore the differences between the mode analyzing the benefits and pitfalls of each as well as how they apply to working with environmental issues.

Mentored Facilitation

Each participant will be mentored by a Cispus staff member during the initial home office experience to improve confidence

Phase 2 Content

Topics will be determined based on feedback from participants and mentors during the home office experience.



About the Cispus Institute

The Cispus Institute has designed programs to give today's natural resource professionals proven, innovative communication and collaboration skills. The program is taught by current and retired agency professionals with on-the-ground experience working with people to resolve natural resource issues.

The Cispus Institute focuses on building communication and collaboration skills among natural resource professionals. We provide tools and techniques to help you become more efficient and effective in working with others on important issues and decision-making processes. Sessions build upon the experiences of those attending and are based on best practices in adult education. Sessions are formatted to include content, activities, critical thinking, and problem-solving using strategies that are participatory and interactive.