



**FACILITATING MEETINGS:
From 3 - 300.**

**Monday June 30, 2008
8:45 - 4:30**

**Wollaston Conference Centre
Wollaston Road
Mt Claremont**

Cost: \$198

including GST, course materials, light refreshments, and lunch

To Register

- 1: Fax this form to (08) 9201 0249 (no cover sheet required)
Or
E-mail your details to tim.csd@eftel.com.au.
- 2: A tax invoice will be provided for payment or confirmation in advance.
- 3: Pay: **Cheque:** Tim Muirhead and Assoc Pty Ltd, 168F Scarborough Beach Rd. Mt Hawthorn 6016.
Electronic: Tim Muirhead and Assoc: Bankwest **BSB 306-044 Acc 5453640**
(Sorry, we cannot accept credit card payment)

Queries Tim - (08) 9201 0245;
e-mail tim.csd@eftel.com.au

Please register me for "Facilitating Meetings - From 3 - 300" training - June 30, 2008.

Name _____

Organisation _____

Address _____

Phone _____ (mob) _____

e-mail _____

Number of participants _____ Total Cost \$

"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 and 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;
- Beyond the techniques: paying attention to the journey, not just the guidebook;
- 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. ***If you have your own 'real life examples' of challenges in facilitation, these can be explored through the day.***

The Trainer

Tim Muirhead, of the CSD Network has over 20 years experience as a trainer, advisor and practitioner in facilitation as well as community development and social and community planning. He now works, on a consultancy basis, with all spheres of government, non-government agencies and community groups. (See www.peoplehelp.com.au/csd)

Tim is the author of "Weaving Tapestries: a handbook for building communities" - produced by the Local Government Community Services Association.

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