

Behind Closed Doors – The Best Kept Secret of Facilitation (Part 2)

Wednesday, 6th Oct 2021



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Enterprise Agile Coach

Leadership Tribe Primary Objectives

- Supporting leaders to:
 - Cultivate authentic relationships with teams
 - Create a safe environment for experiment and growth
 - Empower teams in arriving at solutions and decisions
 - Excel at various competencies to collaborate with teams and drive value
- Working with teams and organizations to:
 - Improve ways of working, create happier employees and customers
 - Design and implement sustainable and pragmatic changes
 - Build high performing and learning organizations
 - Share the wisdom of our tribe

Zoom Manifesto

— ...

- Learn together and have fun
- Use chat window to reply to EVERYONE
- Deck and Webinar Recording
- Q&A session
- Duration: 45 - 60 min



zoom



Behind Closed Doors – The Best Kept Secret of Facilitation

Part

1

Facilitation and Role of Facilitator

- Defining Facilitation
- Facilitator Mindset
- Facilitator Stance
- Facilitator Competencies

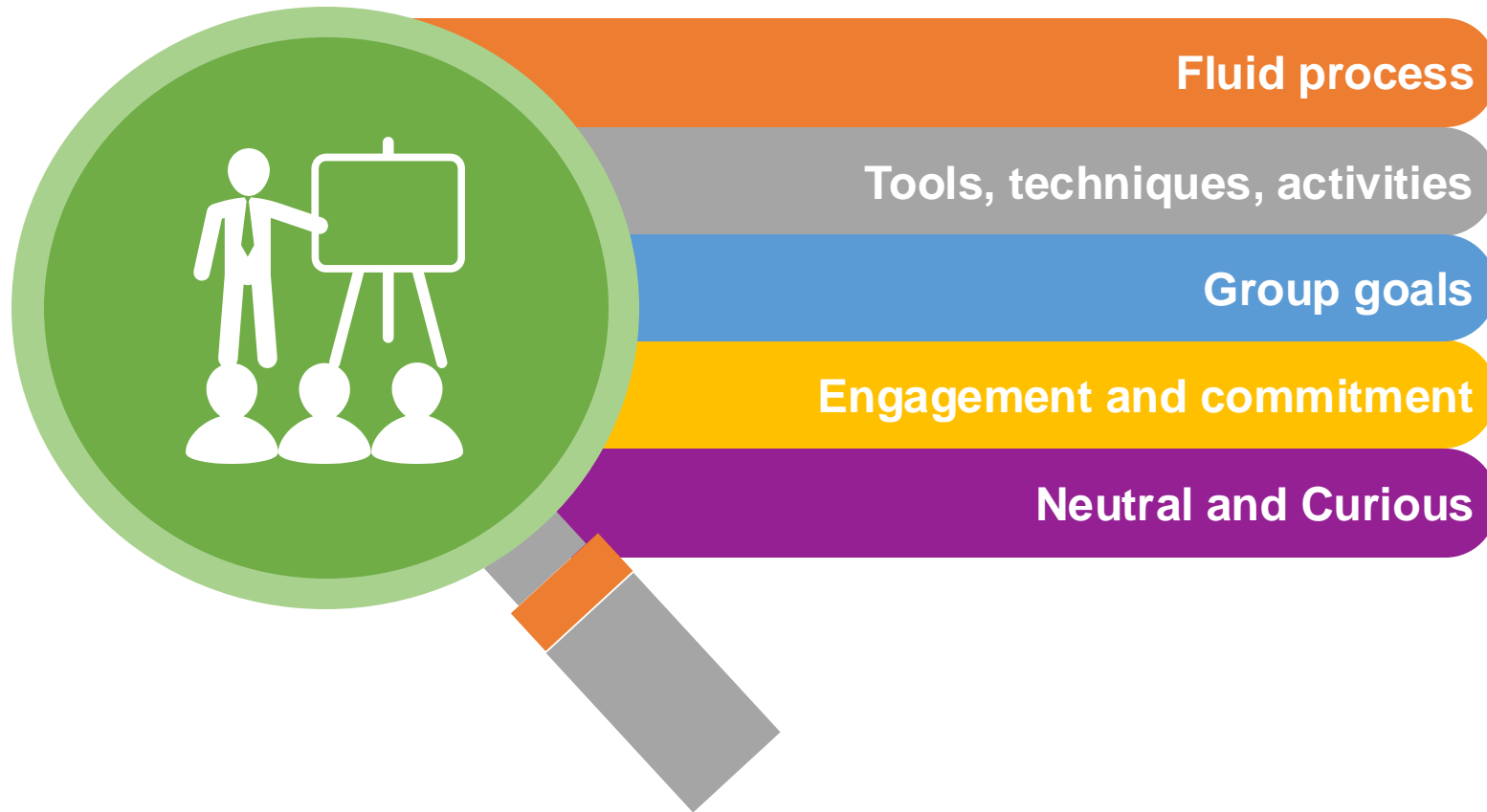
Part

2

Facilitation Process

- Facilitation Process
- Facilitator Tools and Techniques

Recap - What is facilitation?



Facts about Meetings

Quiz 1 – Your Time Spent on Meetings?

What percentage of your working hours are spent on meetings?

- Less than 20%
- Between 20% to 40%
- Between 40% to 60%
- Between 60% to 80%
- Above 80%

Quiz 2 – How Effective Are Your Meetings?

Out of the hours you spent on meetings, what percentage are unnecessary and poorly run?

- Less than 20%
- Between 20% to 40%
- Between 40% to 60%
- Between 60% to 80%
- Above 80%

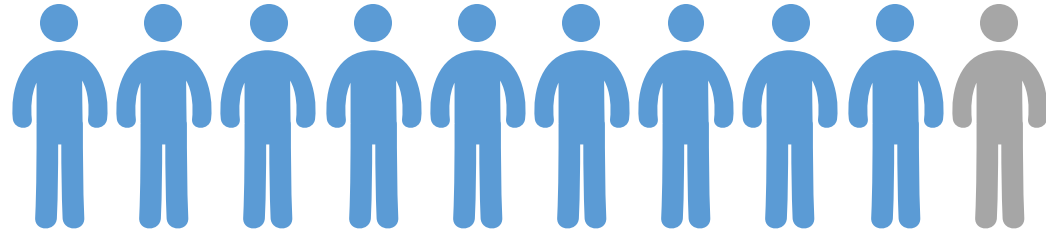
A woman with brown hair tied back is sitting at a table in a meeting. She has her eyes closed and her hand resting on her face, looking bored or tired. In the background, other people are partially visible, and a laptop is open on the table.

Take a guess:

**? out of 10 people
daydream in meetings**

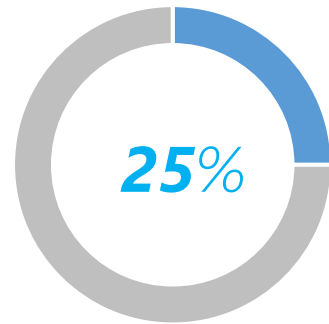
Use your chat window.

How Effective Are Your Meetings?

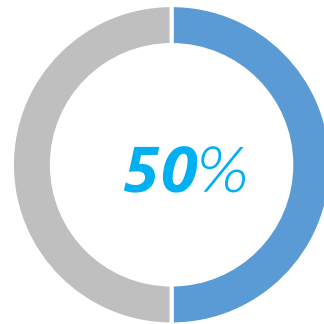


9 out of 10

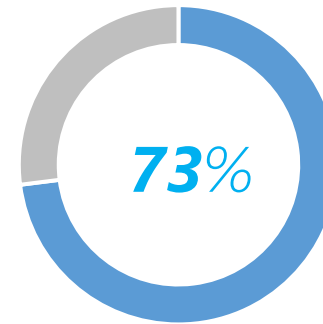
people daydream in meetings



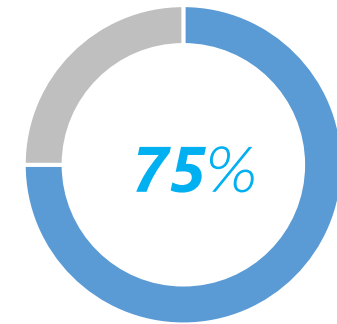
of meetings are
spent discussing
IRRELEVANT ISSUES



of people find
meetings TO BE
UNPRODUCTIVE



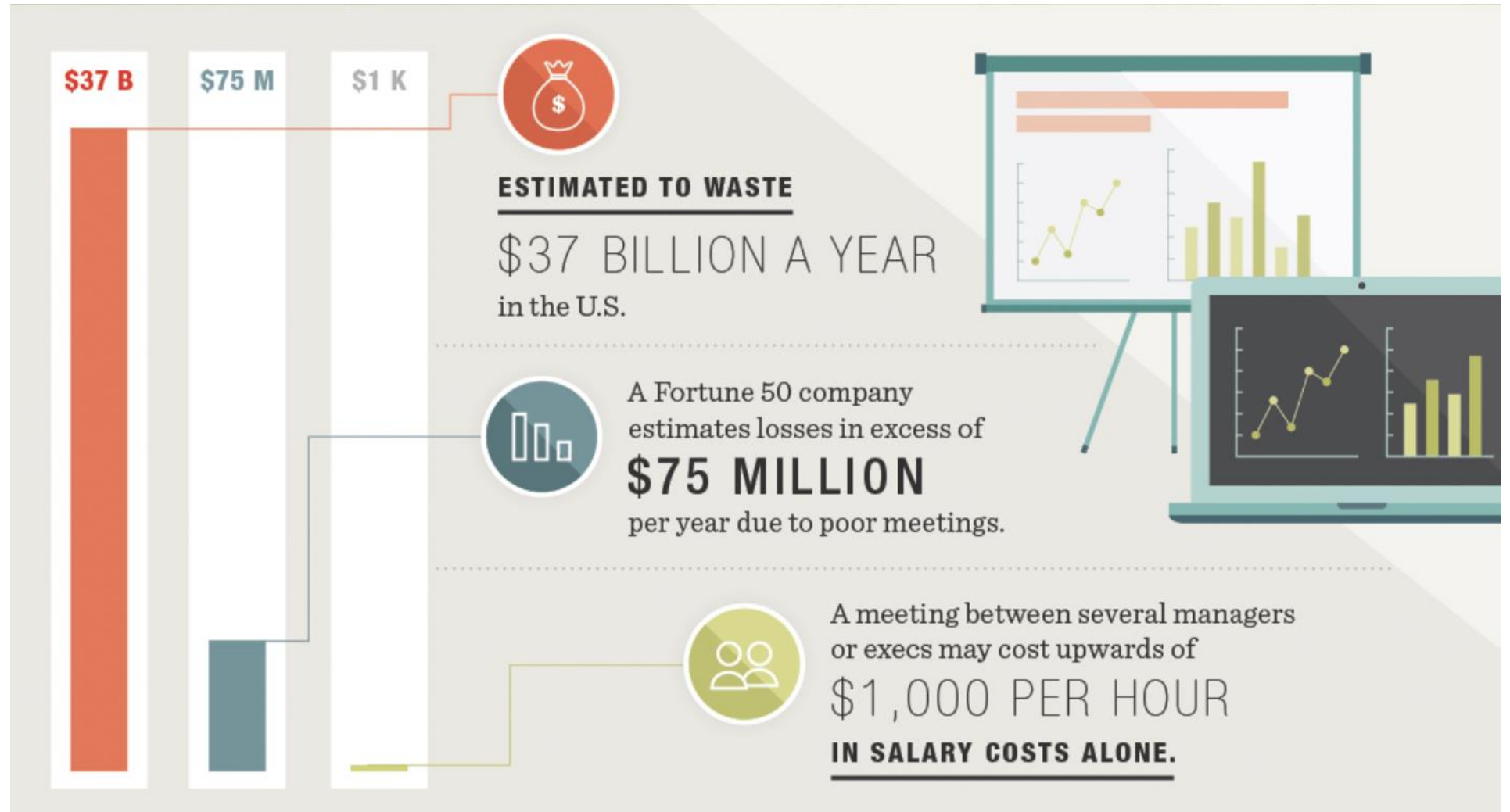
of employees do
OTHER WORK IN
MEETINGS



of people have received no
formal training on HOW TO
CONDUCT A MEETING

(Source: <https://ideas.ted.com/the-economic-impact-of-bad-meetings/>)

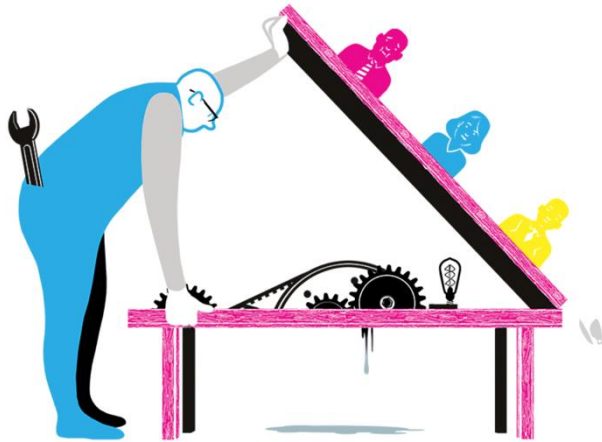
Ineffective Meetings are Costly



(Source: <https://ideas.ted.com/the-economic-impact-of-bad-meetings/>)

Facilitation Process

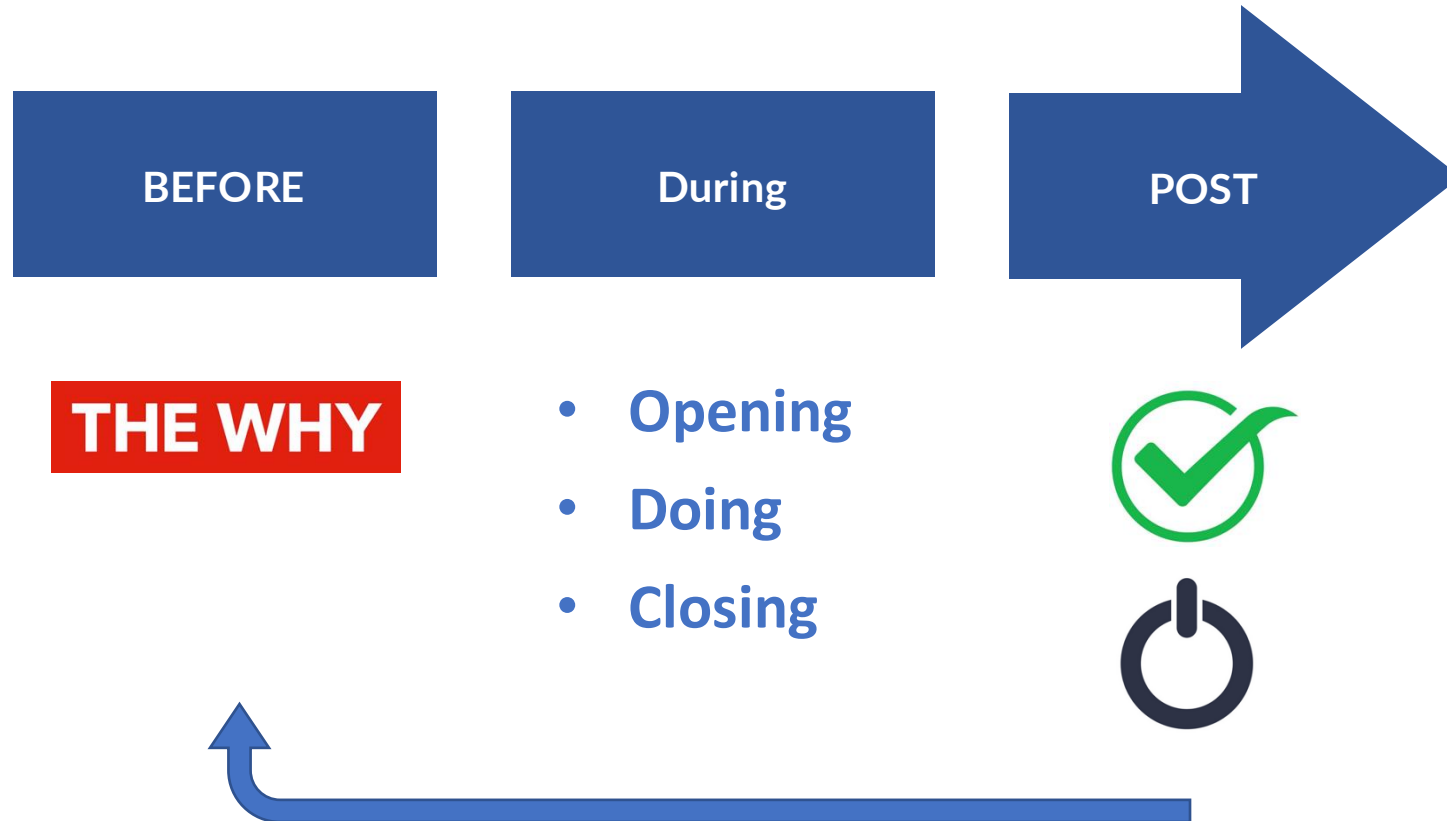
Facilitation Process



Facilitation process is:

“the task-specific thinking frameworks we employ to help groups achieve useful and sustainable outcomes”.

Facilitation Process



Mindless Accept Syndrome (MAS)

An involuntary reflex in which a person accepts a meeting invitation without even thinking why.

A common illness among office workers worldwide.

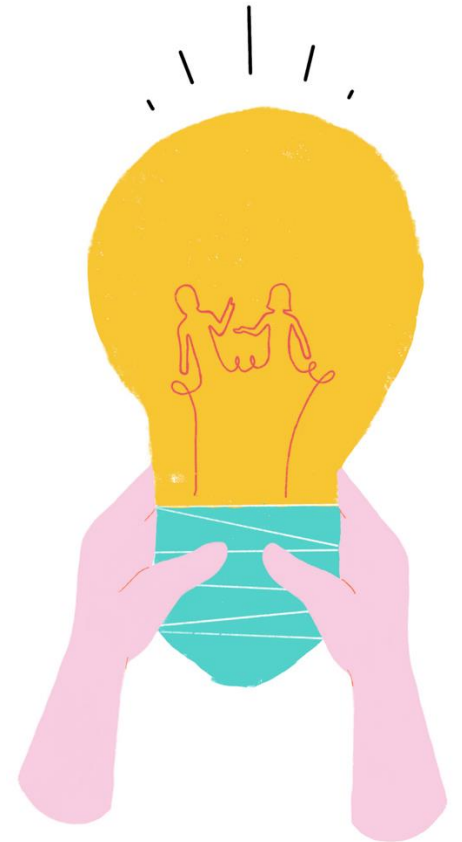


(Source: David Grady, TED Talk - How to save the world (or at least yourself) from bad meetings)

Plan Meeting with Design Thinking

To improve the efficacy of meetings and the attitude people have about them:

- Put the user at the centre of the experience.
- Articulate overarching purpose and clear outcomes
- Create agenda and design meeting infusing fun
- Share draft agenda with participants and adapt if necessary



Co-Facilitation Opportunities

How co-facilitation can benefit both the facilitators and the participants:

- **Capitalizing on Strengths.**
- **Conserving Energy.**
- **Maximizing Diverse Resources.**
- **Extra Eyes, Ears and Hands.**
- **Providing Mutual Support.**



Challenges in Facilitation - Examples

01. A 'Difficult' Person

02. Derailed Discussions

03. 'Awkward' Silence

04. 'Boring' Content

05. Low Energy Level

06. And many more

Stand in the storm, be agile and creative and use your sense of humor!

Facilitation Tools

What are Some of the Meeting Facilitation Tools You Use?

Use the chat window please.



Virtual Facilitation Tools

1.

File Storage & Sharing

- Google Drive
- OneDrive
- Dropbox

2.

Whiteboard & Post-Its

- Miro
- Mural
- Jamboard
- Stormboard
- Trello

3.

Video Conferencing

- Zoom
- Teams
- Google Hangouts

4.

Survey Tools

- Google Forms
- SurveyMonkey
- Typeform

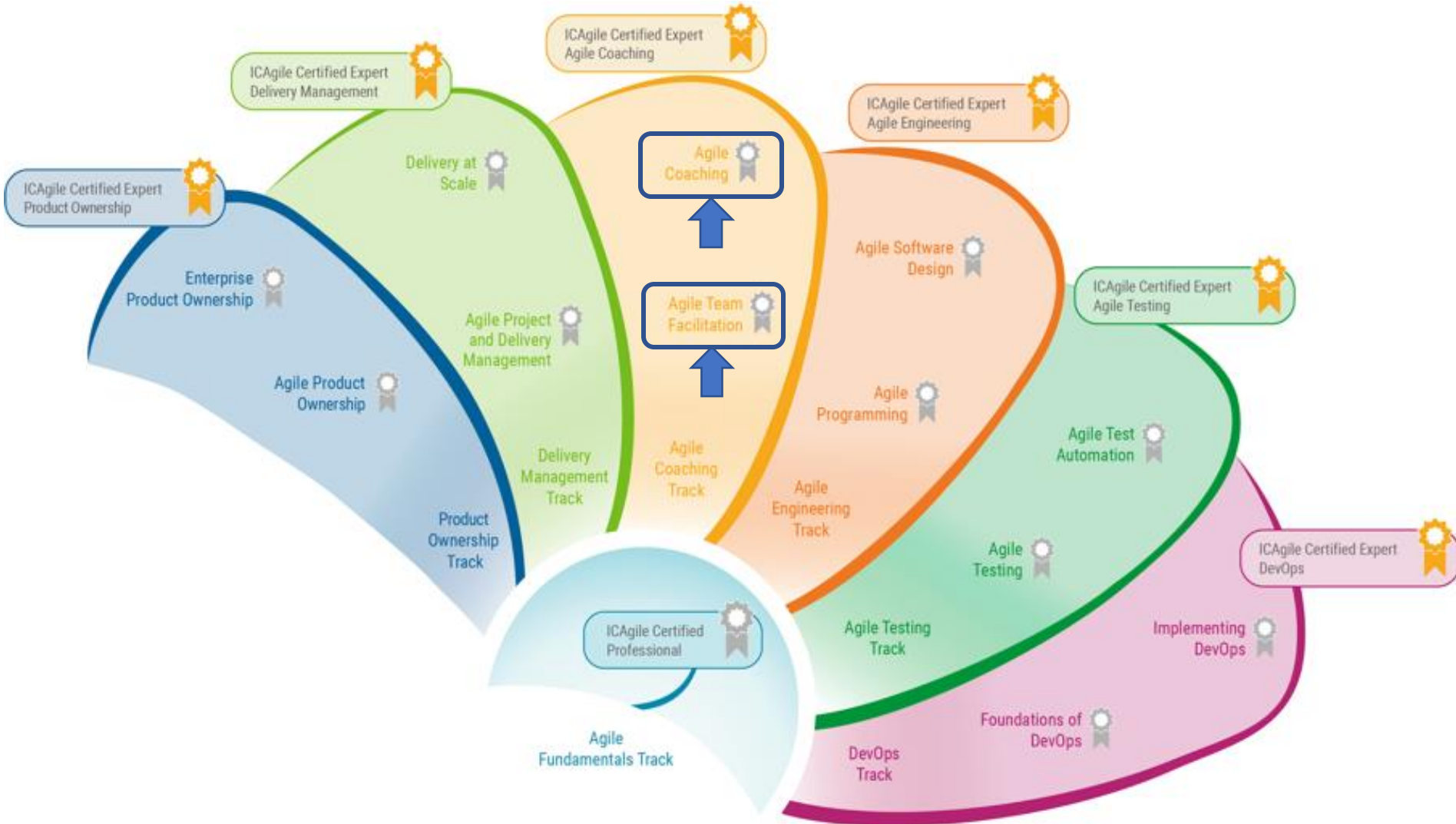
5.

Audience Engagement

- Mentimeter
- Sli.do
- Stormz

Development Path

Agile Delivery Learning Roadmap



Upcoming ICAgile Courses in October

Next Agile Coach Bootcamp (Part Time) virtual course starts on 19th Oct!

Month	Type	ICAgile-accredited Class	Duration	Dates	Time
October	Online	<u>Agile Team Facilitation (ICP-ATF)</u>	4 Days	19 th – 22 nd Oct	2pm - 6pm BST / 9am – 1pm EDT / 6.30pm – 10.30pm IST
		<u>Agile Coaching (ICP-ACC)</u>	5 Days	25 th – 29 th Oct	2pm - 6pm BST / 9am – 1pm EDT / 6.30pm – 10.30pm IST
		<u>Agile Coaching Bootcamp (ICP-ATF & ICP-ACC)</u>	Attend both ATF and ACC course.		Same as above

Next Coaching Agile Transition (ICP-CAT) virtual course starts on 12th Oct!

Month	Type	ICAgile-accredited Class	Duration	Dates	Time
October	Online	<u>Coaching Agile Transition (ICP-CAT)</u>	4 Days	19 th – 22 nd Oct	2pm - 6pm BST / 9am – 1pm EDT / 6.30pm – 10.30pm IST

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Questions & Answers

Thank you very much
for your time!

We hope you have
enjoyed the webinar.



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About Us

Leadership Tribe provide fully accredited Agile consulting, training and coaching services to empower individuals and businesses to design and implement innovative, pragmatic and sustainable changes. We advocate an Agile way of working with a focus on enabling performance improvement, building capability, and delivering measurable results.

Why Us

We differentiate ourselves from the others with:

- Client Focus
- Empirical Learning & Innovation
- Global Presence and Network
- Renowned Trainers & Coaches
- Sheer Professionalism
- Experience, Knowledge & Strategic Insight
- Unparalleled Flexibility
- Customised Training
- Integrated Coaching Approach

Inquire Our Services

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For more information about Leadership Tribe or to get in touch, visit us at:

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Consulting | Training | Coaching



Thank you!

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