



# PUBLIC FACILITATION ESSENTIALS

3-DAY WORKSHOP

A FRESH NEW HANDS-ON FACILITATION WORKSHOP | 8:00 AM - 5:00 PM Lunch Included

## PUBLIC FACILITATION ESSENTIALS

What is public facilitation?

Facilitators support groups of people, helping to ensure they can accomplish their work together. Facilitating public processes is not the same as facilitating internal meetings. Everyone under the sun is invited, they come from tremendously diverse backgrounds, and they may not even support the organizations' mission. In a democracy, they have the right to their opinions. Understanding their perspectives is essential to developing sound public policy and sustainable public decisions. But facilitating their engagement in a public meeting is not easy!

Public participation practitioners are often expected to facilitate public events, but many have not been provided and adequate opportunity to learn how to facilitate. We don't want to practice with real participants, after all!

Building on best practices from both the International Association of Facilitators and the International Association of Facilitators, this three day course introduces the essentials of facilitation in the public arena. Participants learn how to design and conduct successful facilitated public involvement events. It covers essential facilitation skills and basic methods for generating, organizing, and ranking ideas as well as for helping people to think together. Most importantly, it provides a safe environment to PRACTICE those facilitation skills.

## PUBLIC FACILITATION ESSENTIALS

### THREE DAYS

#### COURSE OUTLINE:

- What is Facilitation
- Essential Facilitation Skills
- Anatomy of a Meeting
- Session Planning
- Recording and Meeting Documentation
- Basic Facilitation Methods
- Facilitating Challenging Situations
- Emotion and Conflict
- Facilitator Excellence

**Participant comment:** *This is a great course that provides a thorough overview of the fundamental skills for effective facilitation, and provides for the opportunity to implement these skills in practice sessions. This approach to the training provides the participant with the knowledge, techniques and confidence to implement what they have learned immediately.*

## THIS COURSE IS DESIGNED FOR

- Public participation specialists wanting to learn how to facilitate the events they plan
- Facilitators who are interested in expanding their practice to include public involvement meetings
- Anyone seeking an opportunity to practice in a safe, supportive space
- Seasoned facilitators seeking to refresh their skill set



### WENDY LOWE

is a Certified Professional Facilitator under the International Association of Facilitation and a course developer for IAP2's Foundations program. She serves on the faculty of IAP2's Train the Trainer program and is an IAP2 USA board member.

Wendy has over 30 years experience in group process facilitation and public participation support. Wendy specializes in managing collaborative processes involving diverse perspectives to consensus outcomes. In the past four years, Wendy has facilitated more than 80 multi-stakeholder working groups. She approaches each facilitation effort with sensitivity to the specific needs of the project and her clients. Wendy lives in Loveland, Colorado.

## Participant comments:

*Wendy Green Lowe lives the skills she teaches, which provides students a model to emulate. She sets the bar high, for herself and her students, challenging me not just to learn but to exceed on my own expectations.*

*I absolutely LOVED it. I got so much out of this. Thank you so much!*



BECAUSE WE'RE EVEN BETTER TOGETHER

## FOR MORE INFORMATION

[melissa@TheParticipationCompany.com](mailto:melissa@TheParticipationCompany.com)

Call (720) 237-9175

[www.TheParticipationCompany.com](http://www.TheParticipationCompany.com)



# PUBLIC FACILITATION ESSENTIALS

## A FRESH NEW 3-DAY FACILITATION WORKSHOP

FALL / WINTER 2018

DENVER, COLORADO

8:00AM - 5:00PM LUNCH INCLUDED

LOCATION: Denver Area TBD

Logistical information will be provided to "confirmed registrations" at least three weeks prior to training unless requested earlier - appx September 30th for this workshop.

### PFE REGISTRATION

DEVELOPED AND PRESENTED BY THE PARTICIPATION COMPANY

NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

DEPT (If Applicable) \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_



**EARLY BIRD REGISTRATION DEADLINE:**  
August 31, 2018

**LAST DAY TO REGISTER**  
September 27, 2018

#### TRAVELERS

We recommend you do not confirm non-refundable travel until you receive our training confirmation email which is provided 3 weeks prior to the event.

### REGISTRATION

One registration form per person.

**REGULAR PRICING**  
(After 8/31/18)

**EARLY BIRD PRICING**  
(Through 8/31/18)

**\*MEMBER DISCOUNT**  
Expires 8/31/18

Public Facilitation Essentials

\$1,290

\$1,185

(\$60)

**\*MEMBER DISCOUNTS** - PROVIDE YOUR \*MEMBER ID # \_\_\_\_\_  IAP2 USA  ICMA  NCDD

Member discounts expire on Early Bird Deadline.

#### METHODS TO REGISTER

- ONLINE REGISTRATION:** <https://form.jotform.com/70384469318161>
  - E-MAIL:** [melissa@TheParticipationCompany.com](mailto:melissa@TheParticipationCompany.com)  
Complete form and Payment method  Send Check  Request Invoice (Payable On-Line)
  - MAIL THIS FORM & PAYMENT:** The Participation Company, 6732 Zinnia Street, Arvada, CO 80004
- QUESTIONS Email: [melissa@TheParticipationCompany.com](mailto:melissa@TheParticipationCompany.com). Call (720) 237-9175

Checks and money orders should be made payable to THE PARTICIPATION COMPANY. All payments must be in US Dollars. Full payment must be received to complete the registration process.

#### CANCELS, SUBSTITUTES, TRANSFERS

REFUNDS are not available for cancellations made LESS THAN 3 WEEKS PRIOR to the scheduled course date.

Visit our website for the [detailed policy](#), other options, and related fees.

[TPC Website](#)