

## IAP2 Taster Series Facilitation Agility – Off The Rails But Still On Track

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### About the Presenter



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**Rebecca Sutherns** is an insightful and high energy collaborative strategist who helps leaders make wiser decisions faster. She is a world class facilitator, consultant, trainer and coach who has served as a trusted advisor to hundreds of mission-driven organizations in Canada and internationally for more than 20 years. She specializes in strategic planning, group process facilitation, stakeholder engagement, strong governance and effective teamwork.

### Looking for more?

#### Off the Rails but Still On Track

November 12-December 7

Four-week small group e-course with telephone coaching. Visit [sage-solutions.org/training/e-courses/](http://sage-solutions.org/training/e-courses/) for more information. Save 20% with coupon code **IAP220**.

#### Nimble Facilitator Workshop – March 20, 2019

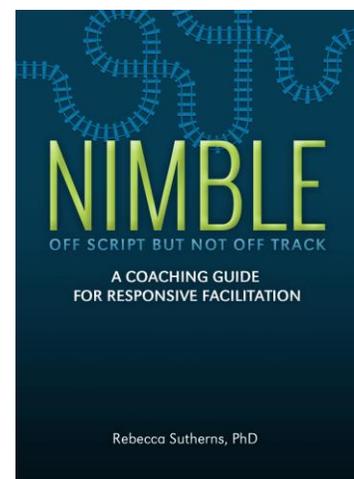
IAP2 Skills Symposium, Gatineau, March 18-22, 2019

[iap2canada.ca/2019sksymp](http://iap2canada.ca/2019sksymp)

#### Learn how to stay on track when you're off script

**Coming soon:** *Nimble: Off Script but Still On Track – a coaching guide for responsive facilitation*

If you've ever planned a meeting that's gone way differently than you anticipated, and you wish you'd handled it better, this book is for you.



## 10 Tips for Making Your Good Stuff Better in Meetings

### 1. An agenda is not enough

Be intentional about both the content and the process of a meeting, every time. Set both content and experiential objectives.

### 2. Make the session more purposeful

Be crystal clear what each part of a meeting is for. What does success look like? Is it possible the meeting doesn't have to happen at all?

### 3. Anticipate likely responses

Imagine being a participant in your own meeting. How would you respond? Would you enjoy being there? Could you engage well based on what's being asked of you?

### 4. Be more self-conscious

Nope, not a typo. It means paying attention to two things: the impact of your role/personality in the room, and your level of presence/preparation. Do you need more sleep? More yoga? Perhaps not to be there?

### 5. Change the "intelligence"

You likely won't teach a class 100% verbally. The same holds true in a staff meeting. If a conversation is getting stuck, could you make it visual? Move around? Introduce some props? Turn on some music?

### 6. Change the space

The venue shapes the outcome. Predictable spaces are more likely to lead to predictable dynamics and results. Think of the location as a planning variable in a meeting.

### 7. Change the players

Pay attention to who is in the room. Do they all need to be there? (For the whole thing?) Anyone missing? Anyone willing to join you who would change the dynamic for the better?

### 8. Make it more playful

Challenge yourself to make not-fun material more fun. Playfulness stimulates creativity in adults too!

### 9. Build "relational currency"

Could you incorporate agenda items and behaviours in your meeting that are likely to build trust amongst participants? How can you explicitly work to strengthen relationships?

### 10. Hold your script more loosely

Now that you've done all this planning, loosen your grip on it. Remember what is essential to hold onto (think back to purpose) and what you need to release in order to make the meeting successful in real life.