



**2023** Annual  
Conference  
November 13-15  
Nashville, TN

# Facilitating & Leading Meetings

Hunter Consulting – Marilyn Hunter

# Introductions

Are you a 1<sup>st</sup> time attendee to the AgGateway Annual Conference?

Your Name, Company Name/College & Title/Major in College

Is there anything specific you hope to learn or get help with in this session?



# Challenge

How many of you  
are left-handed?



- **Pick up a pen/pencil using your right hand.**
- **Those of you right-handed, pick up a pen/pencil using your left hand.**
- **Now write your first name with your opposite hand.**
- **Do it again.**
- **Was it any easier?**



# Purpose:

To provide you some understanding & techniques to help you to be more comfortable & effective leading & facilitating meetings

# Key takeaways:

- Techniques of leading meetings
  - Preparation
  - Getting the Meeting Started
  - Focusing the Group
  - Create High Energy
  - Closing a meeting





Process Re-engineering

# 7 page - Handout

Email:  
[member.services@aggateway.org](mailto:member.services@aggateway.org)

# Leader vs. Facilitator

- A Leader is someone who is a visionary and sets the direction. Someone who sees the big picture and leads the group to achieve that vision.
- A Facilitator is someone who brings people together to develop a vision to design or create something (standard, a project, a solution, a process, input, etc.), then guides the group toward achieving it.



# Facilitative Leader

- Describes a leader who is well equipped to successfully inspire, engage and guide others.
- Using a facilitative approach to making decisions, solving problems, developing people and achieving results.



# Facilitative Leader



1. Start with the “why”
2. Empower people
3. Communicate
4. Connect first
5. Equip for success & monitor for results
6. Conflict Engagement & Resolution
7. Drive strategic thinking







Process Re-engineering

# Process & Techniques

We all need a toolbox for leading & facilitating meetings!

# Facilitation Process & Techniques



- **Preparation**
- **Getting the session started**
- **Focusing the group**
- **Power of the pen**
- **Keep the energy high**
- Information gathering
- Asking the right questions
- Consensus building
- Managing dysfunction
- **Closing the session**



# Preparation

## Key to success

- 6Ps of Preparation
  - Purpose
  - Product
  - Participants
  - Probable Issues
  - Process
  - Place



# Getting the Session Started

## Most Important Things to Do in an Opening?

1. Inform, Excite, Empower & Involve
2. Get Buy-in to the Agenda
3. Agreement of Ground Rules & Parking Boards (if needed)
4. Start On-Time
5. Listen & observe!



# Getting the Session Started

## Example of an Opening

1. Welcome & housekeeping
2. Session purpose & product (**inform, excite, empower**)
3. Introductions and personal question - (depending on size of group) – **Involve**
4. Participants' expectations (**involve** – write down)
5. Agenda (get the buy-in)
6. Ground rules (keep simple but allow them to add)
7. Parking boards (ask someone to help with these)
8. Questions - end of opening.
9. Move on to 1<sup>st</sup> major agenda item



# Focusing the Group

## Establish the course & avoid detours

- How to start focused on each topic?
  - Using Checkpoints
- How to focus or refocus the group?
  - Ask questions
- Asking your 1<sup>st</sup> question – when changing topics
- Keeping the group on track
- Managing break-out groups
  - Give clear directions
  - Set a timer
  - Focused for report-back



# Keeping the Energy High

## High Energy

- Set the Pace
  - Anticipate the Lulls
  - React Accordingly – activities
  - High energy energizes, engages, and elevates people!
- 
- Energy level 3
  - Don't sit – it drops the energy level
  - Enjoy what you're doing! Make it fun!



# Capturing Info “Power of the pen”



## Use It, Don't Abuse It, Make It Theirs

- Record what's most important
- Ask for a headline (5-7 words or less)
- Write what they say, not what you think
- It doesn't have to be perfect
- Write first, then discuss – Ask If it's correct (use their words)
- Write so the group can read it – 5-6 lines
- Use abbreviations where appropriate
- LABEL ALL FLIPCHARTS!
  - If multiples, number them





# Closing the Session

## Strong Closing (allow 15-30 minutes)

- Review what was done
- Address or clear the Issues List
- Confirm commitments to decisions and actions
- Define what can be communicated
- End with next steps
- Debrief the session
  - Get feedback on the value of the session
- Thank them for their work!



# Recap on Process & Techniques



- **Preparation**
- **Getting the session started**
- **Focusing the group**
- **Power of the pen**
- **Keep the energy high**
- Information gathering
- Asking the right questions
- Consensus building
- Managing dysfunction
- **Closing the session**



# Purpose

To provide you some understanding & techniques to help you to be more comfortable & effective leading & facilitating meetings

- **Were the purpose & key takeaways accomplished?**
- **Evaluation form**
- **Challenge...**
  - **30-40% talking...but ask ?s**

## Key takeaways:

- Techniques of leading meetings
  - Preparation
  - Getting the Meeting Started
  - Focusing the Group
  - Create High Energy
  - Closing the session





**2023** Annual  
Conference  
November 13-15  
Nashville, TN

Every piece of knowledge we gain,  
propels us not only towards personal success,  
but also towards creating a lasting impact!

-Anonymous



# Contact Info

If you have questions, please contact Marilyn Hunter:

- **Phone Number**  
916-833-5593
- **Email Address**  
hunterconsulting916@gmail.com
- **Social Media:**  
Follow Comfort Dog Micah on FB or LCCK9Micah on Instagram to find out what I'm doing in retirement!





**2023** Annual  
Conference  
November 13-15  
Nashville, TN

**Thank you!**