

Stakeholder Facilitation - Working with Stakeholders to Move the Process Forward

November 9: 1–4 p.m.

Introductions, course objectives and expectations

Part 1: Setting Up for Success

- Stakeholder engagement in a virtual environment
 - Adapting to online platforms
 - Making the most of Virtual Meetings
- Understanding stakeholder perspectives
 - Context/driving forces
 - Stakeholder analysis
- Roles and responsibilities
- Organizational structures
- Decision-making methods

Part 2: Getting Stakeholders to the Table

- Concerns/needs
- Matching needs to goals
- Encouraging participation

November 10: 8:30 a.m.–12 p.m.

Part 3: Facilitation 101

- Elements of effective meetings (online and in-person)
- Making decisions
- Building an agreement
- Diffusing/resolving conflict

Part 4: Keeping the Ball Rolling

- Motivating existing members
- Bringing in new members

Adjourn

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AGENDA

Virtual Training

November 9, 2020

1-4 p.m.

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