



# Training Opportunity

## Facilitating Dynamic Meetings



**Do you lead meetings on a regular basis?**  
If the answer is yes, this course might be for you.

**Do you wish to improve the outcomes of your meetings?**  
If the answer is yes, this course might be for you.

**Are you confident that the participants in your meetings are communicating effectively?**  
If the answer is no, this course might be for you.

The DOI Office of Collaborative Action and Dispute Resolution will lead a 2 ½ day class in Lakewood, CO on facilitation skills for project leads and coordinators (at no cost to the participant).

**Class Date:** June 7-8, 2017, 8:30 am – 5:00 pm both days (half day follow-up will be held remotely).

**Location:** Denver Federal Center, BLM National Operations, Building 50 California Room

**Cost:** FREE!

**Description:** Participants will learn and practice the core competencies needed to facilitate groups and work teams. The course will be a mixture of theory / principles; interactive exercises using real-world examples; and instant feedback and self-assessment.

### **Learning Objectives:**

- Define a facilitator's personal qualities, role, and ethics;
- Create and sustain a participatory environment;
- Manage the process and manage conflict;
- Facilitate meetings by conference call; and
- Practice group facilitation skills.

**Register** in DOI Learn, search name of class or go to <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?src=CourseCatalog&selectTab=Details&id=159700#>

**For questions:** contact [Susan\\_Goodwin@ios.doi.gov](mailto:Susan_Goodwin@ios.doi.gov) or tel: 703-235-0181.