



The FoCuSeD™ Facilitator Academy – Gary Rush's 5-day highly interactive class on "how to" be an effective Facilitator. It's the most complete and comprehensive facilitation class available. It helps build your skills and confidence. It develops Collaborative Leaders.

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Attend the IAF North America Conference in Vancouver, British Columbia, Canada

Get Involved!

April 20 – 25, 2009.

Join the GFC Forum.

This interactive Forum enables members to post ideas, questions, and comments.

(Professional Misfits – www.professionalmisfits.com - set up our Forum and Website.)

MGR Consulting FoCuSeD™ Advanced Class

November 4 – 5, 2008

Spend 2 days with Gary to broaden your facilitation skills. This highly interactive class introduces "The FoCuSeD™ Facilitator Guide" as well as provides new tools for the experienced Facilitator. You will learn and practice "how to" integrate the emotional group cycle along with the workshop process to build a product – the essence of FoCuSeD™.

Virtual Facilitation

In this day and age, we have more and more meetings that are teleconferences or videoconferences – virtual meetings. These virtual meetings can be very productive when properly facilitated.

A Different Mindset

When properly facilitated virtual meetings offer a way for groups to come together in real time and collectively achieve a goal or accomplish a task. These can also be cost-effective for organizations. Unlike face-to-face facilitation, you have to approach virtual facilitation differently. With virtual facilitation you lose the use of one of your senses – sight. Even with videoconferences, your ability to see is limited. You never get to see the entire group and if you do, it is from an angle. Eye contact, where you stand, and documenting while facilitating no longer have use in a virtual meeting. What this means is that your abilities to lead, listen, and talk become much more important.

Some concerns you need to be aware of when facilitating virtually are:

- **Being Remote:**
 - Ability to see is limited – use active listening.
 - Neither you nor your group can see each other – introduce your group.
 - It is difficult to hear when more than one person is speaking at a time – set ground rules.
 - All Facilitator interventions are verbal – step in when necessary.
- **Constraints:**
 - It is difficult to see what is being documented – even with videoconferencing.
 - Virtual meetings are time-constrained – time management is very important.

Being Remote

You must consider that the group's sight is limited. Do the following:

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It's time to get FoCuSeD™

In 1978, JAD was created. In 1985, Gary created FAST. Until now, facilitation techniques have been either about structure or group dynamics. In 2007, Gary created FoCuSeD™ – a revolution in structured facilitation – a revolution from FAST – the 1st Holistic Facilitation Technique. With FoCuSeD™ you get JAD, FAST, and more bringing a holistic approach to structured Facilitation

The FoCuSeD™ Facilitator Academy

Our next available public class date:

June 09 – 13

2008 Public Class Dates*

January	14 – 18
February	11 – 15
March	10 – 14
April	14 – 18
May	05 – 09
June	09 – 13
July	14 – 18
August	11 – 15
September	08 – 12
October	13 – 17
November	17 – 21
December	08 – 12

*All public classes are held in Chicago.

Virtual Facilitation, Continued

- Agenda and ground rules should be mailed (or emailed) in advance and established at the start.
- Ask each participant to introduce him or herself. The group needs to familiarize themselves with each other's voice – it's the major source of recognition.
- When a participant speaks, ask that they always precede what they have to say by stating their name, "*This is Gary. My idea is...*".
- Enforce "one person speaks at a time" ground rule. Be strict with this. Otherwise, it gets confusing, and the group cannot hear what is being said.
- As Facilitator, restate the questions and answers to ensure the group understands.
- Use your Active Listening skills. The major problem with *virtual* meetings is that it is difficult for the group to know when a point or a decision has been made – because they cannot see what is being documented. The Facilitator **must** frequently summarize what has been said and frequently check with the group for consensus. If you allow people to discuss ideas too long without summarizing, they tend to lose their point of reference.
- If a participant becomes difficult – wants to dominate the conversation or talk over others – you

need to take the lead and step in to re-enforce ground rules. It becomes difficult for the group to help re-enforce them because there is no face-to-face interaction.

Constraints

The constraints are due, largely, to technology and time zone differences. In managing constraints:

- Use good Internet tools, such as MeetingSense, WebIQ, Facilitate Pro, or GoogleDocs. The group needs to see what is being documented.
- Keep the meetings to a reasonable length – 2 hours or less. Longer than 2 hours will wear out participants and is difficult with the different time zones.
- Develop agendas with clear time limits for each step and topic. Remind the group of the time left for each topic as you approach the end of each step.

Conclusion

Face-to-Face is key but... *Virtual* meetings are the way of the future. Follow the guidelines outlined and you will be able to virtually facilitate effective, productive, and enjoyable meetings. 🙏

The FoCuSeD™ Facilitator Academy

Class Description

Gary Rush's 5-day highly interactive class on "how to" be an effective Facilitator. It is the most complete and comprehensive facilitation class available. It helps build your skills and confidence. It develops Collaborative Leaders. It guides you enabling you to plan the emotional group cycle along with the workshop process to build a product. Gary believes that theory is needed and teaches it to provide a background. He teaches specific "how to"; he provides detailed facilitation and process tools and as an IAF CPF Assessor, he covers the *IAF Facilitator Competencies* and what students need to do to achieve them. In his class, students practice 40% of the class time and receive comprehensive assessments along with recorded sessions (see our website for *Class Abstract, Class Agenda, and 2008 dates*). 🙏

"Best session I've had in 30+ years of classes!"

Michael, Project Manager & Facilitator (FoCuSeD™ Facilitator Academy alumni)

The FoCuSeD™ Facilitator Guide

A radical departure from previous work. It is a comprehensive reference manual in which Gary shares his step-by-step process so that students can replicate his practices. It consists of 5 books containing 24 chapters. You can get *The FoCuSeD™ Facilitator Guide* by:

- Attending our 5-day "*The FoCuSeD™ Facilitator Academy*."
- Attending the MGR Consulting "*FoCuSeD™ Advanced Class*".

Our Courses



MGR Consulting is a PMI Global Registered Education Provider (R.E.P.). Our core classes confer Professional Development Units (PDU's) to attendees who are certified Project Management Professionals (PMPs).

Core classes are:

- *The FoCuSeD™ Facilitator Academy*
- The MGR Consulting *FoCuSeD™* Advanced Class
- Business Presentation Skills
- Collaborative Leadership
- Data Modeling Made Easy
- Diversity – How Business Succeeds
- Productive Meetings
- Strategic Planning & Organizational Design

Other classes are:

- Team Building Seminar
- Collaborative Leadership for Young Leaders

(Gary Rush teaches all of our classes. We can bring our classes on-site anywhere in the world for organizations or companies.)

**See our web site –
www.mgrconsulting.com**

For additional Information on:

- "It's Time to Get *FoCuSeD™*"
- Products and Services
- Course Descriptions
- Keynote Presentations
- Facilitation and Strategic Planning
- eNewsletters and Articles written by Gary Rush
- Books and Additional Resources
- Becoming an *IAF Certified™ Professional Facilitator (CPF)*

**Contact Gary at
(773) 330-2064 or
grush@mgrconsulting.com to:**

- Kick off your event.
- Register for Public classes.
- Get Pricing Information.
- Schedule an On-Site class.
- Discuss our products and services or answer any questions you have.

Group Facilitation Forum

- http://www.mgrconsulting.com/forums/index_vba.php

Gary Rush, IAF Certified™ Professional Facilitator (CPF), CPF Assessor, and IAF Chair heads MGR Consulting. Gary has been facilitating since 1983 and training Facilitators since 1985. In 1985, he created FAST – a structured facilitation technique. In 2007, he created FoCuSeD™ – the 1st Holistic Facilitation Technique – a revolution from FAST. Gary's facilitation technique is used widely around the globe. His alumni are amongst the most successful and influential Leaders. They often tell us how much his class has changed their lives.