

## Leadership Workshop: Effective Meeting Facilitation for Educators

### Service Overview

We know that time for collaboration is sacred, and that meeting facilitators hold an important role making the most of that time. We designed this workshop series to help you lead purposeful meetings that strengthen relationships and achieve collective goals.

### Who This is For

This workshop series is designed for educators who regularly plan and lead meetings, and who are interested in strengthening their meeting skills and practices. We are responsive to enrollment in each workshop series, and are intentional about small groups to differentiate for participant needs and roles. Individuals or teams who hold or share responsibility for meeting facilitation are welcome:

School leaders  
District or charter leaders  
Instructional coaches

Departmental heads/teams  
School improvement coaches  
Central office administrators/teams

### What You Will Learn

In this workshop series, you will assess, learn, practice, and hone your meeting facilitation skills. You will build your capacity and gain confidence to lead effective, engaging, purpose-driven, and people-focused meetings. Between workshops, you will have the opportunity to apply new skills and receive personalized Koru coach feedback. Session topics include:

- Setting clear purpose
- Establishing strong relationships
- Agreeing on norms and structures
- Effective use of tools and technology
- Planning agendas aligned to objectives
- Engaging and responding to participants
- Managing conflict and work avoidance
- Defining and taking action on next steps
- Collecting and responding to feedback
- Ensuring progress toward goals

### What To Expect

Our leadership workshops are designed to combine foundational learning and job-embedded practice. Here's what to expect from the learning experience and time commitment:

Learn Workshop Day 1	Apply ~1 month job-embedded practice	Reflect & Plan Workshop Day 2
Self-assess your current meeting practices	Prepare for and facilitate at least 1 meeting, applying new skills	Use feedback to identify strengths and growth areas
Learn frameworks and foundations for improving your facilitation	Receive personalized feedback from a Koru coach	Plan for future meetings and ongoing growth

## How To Enroll

We offer the following options for enrolling in Effective Meeting Facilitation:

<b>Open Enrollment</b> Virtual	<b>Custom Engagement</b> Onsite or Virtual
Individuals can enroll to participate in an online learning experience with a diverse cohort of educators across the country.  <a href="#">Click here</a> for dates and enrollment information.	For districts or school systems who would like to enroll a group of individuals, we work together to customize a scope of work and identify dates.  <a href="#">Click here</a> to schedule a conversation.

## Contact Us

Questions about Effective Meeting Facilitation for Educators?  
Feedback about what you'd like to see for future session topics?  
Please contact Carolyn Chen, Chief Relationship Officer, at [cchen@korustrategy.com](mailto:cchen@korustrategy.com).

## Testimonials

*"I appreciate the learning and then the group discussion. Being able to hear different strategies and perspectives from colleagues engaged in similar work is always so beneficial."*

-School Improvement Facilitator

*"This was a great chance to self-reflect and consider how I can refine my facilitation skills."*

-School Improvement Facilitator