



Confidently **Facilitate** Meetings in English

Your Meeting GPS for Facilitation Success

Focus³

For
global
teams
and
projects!

Confidently Facilitate Meetings in English

Your Meeting GPS for Facilitation Success

Effective virtual meeting facilitation is a critical skill. Our workshop, "**Confidently Facilitate Virtual Meetings in English,**" transforms non-native English speakers into confident, skilled meeting leaders.

Using our innovative **Meeting GPS** approach, participants learn practical frameworks that guide them through each phase of meeting facilitation.



Why This Workshop Matters

- **Boost Productivity:** Empower your team to lead efficient, focused virtual meetings that drive results and save time.
- **Enhance Global Collaboration:** Break down language barriers and cultural hesitations, fostering more inclusive and productive international teamwork.
- **Increase Confidence:** Provide your non-native English speakers with the tools and techniques to lead with assurance in any virtual setting.
- **Improve Decision-Making:** Enable clearer communication and more effective facilitation, leading to better-informed decisions and outcomes.

Key Learning Outcomes

Participants will:

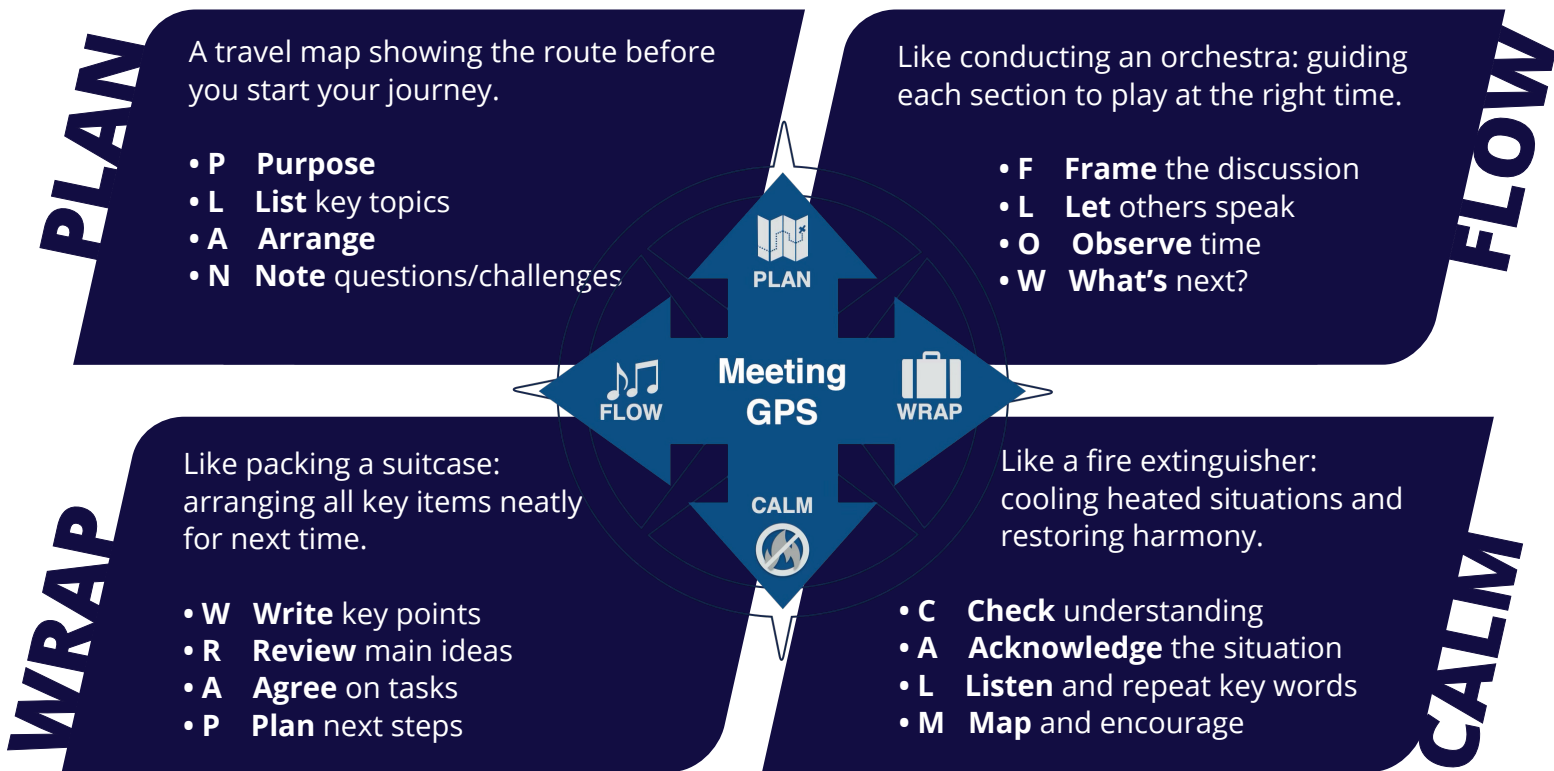
1. **Build confidence** in leading virtual meetings in English
2. **Master practical techniques** for engaging all participants
3. **Navigate challenging situations** professionally and effectively
4. **Transform everyday meetings** into skill development opportunities
5. **Create agendas and responses to challenges** using AI assistance
6. **Deliver concise, effective closings** with clear next steps
7. **Handle difficult participants** with the CALM approach

What Sets This Workshop Apart

- **Meeting GPS Framework:** A complete system that guides facilitators through preparation, running the meeting, and follow-up
- **Skill Spy Methodology:** Turn every meeting into a learning opportunity without additional time investment
- **Practical, Hands-On Approach:** Role-playing with real meeting scenarios and difficult personas
- **AI-Enhanced Facilitation:** Learn to leverage AI tools to support and speed up meeting pre- and post-work.
- **Mobile-Friendly Resources:** Access the Meeting GPS guide from any device, at any time

THE SOLUTION

Four key frameworks to help you guide meetings



Who should attend this workshop?

- Non-native English speakers who lead virtual meetings
- Team leaders working in multicultural environments
- Professionals seeking to enhance their virtual leadership presence
- Anyone wanting to transform meeting challenges into opportunities for growth

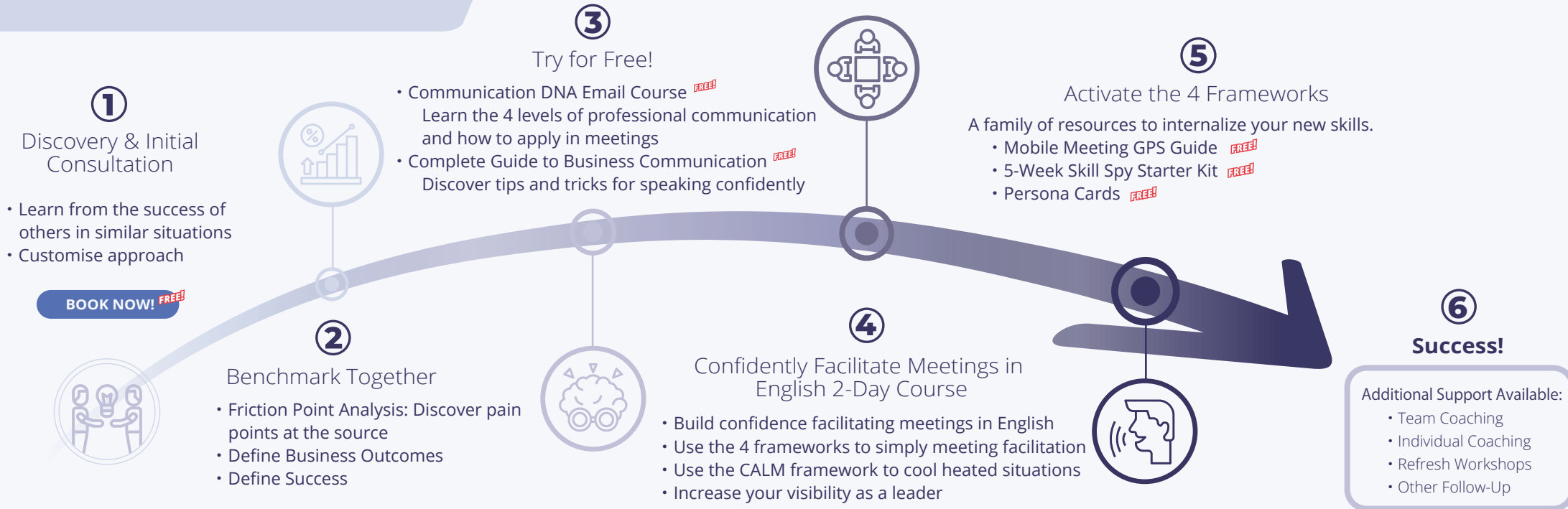
“A course for those who want to improve their skills in facilitating meetings regardless of language.”

—Pilot Workshop Participant

Workshop Format

- **Duration:** Two 4-hour sessions (8 hours total)
- **Delivery:** Interactive virtual workshop with breakout sessions
- **Materials:** Mobile Meeting GPS Guide, 5-Week Skill Spy Starter Kit, Persona Cards
- **Follow-up:** Team collaboration space for sharing challenges and successes

Our Proven Process



From Workshop to Workplace

The Skill Spy Advantage

Transform every meeting into your personal masterclass.

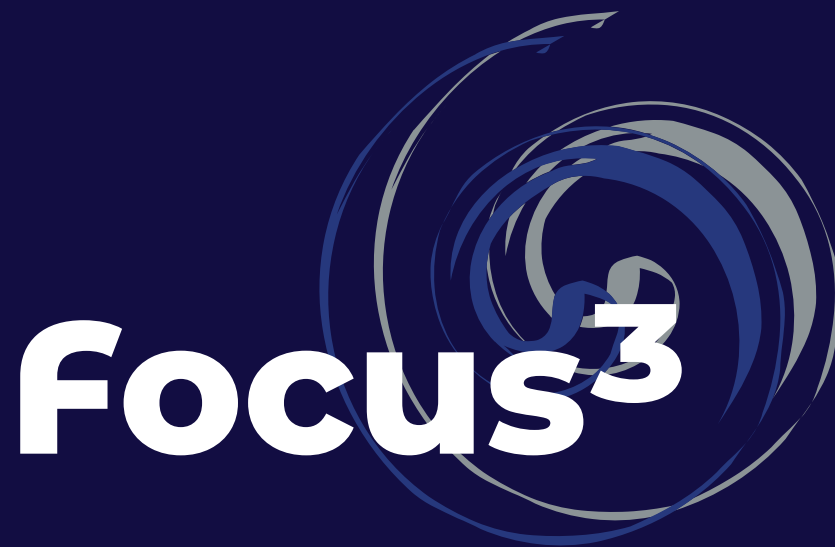
Our Skill Spy methodology helps your learning continue long after the workshop—at zero additional cost or time investment!

- Learn During Your Normal Workday:** Become a "communication detective" in meetings you already attend.
- Observe Elite Communicators:** Notice techniques successful speakers use and how others respond to them.
- Progressive Skill Building:** Start with one technique, then gradually expand your communication toolkit.

- Sustainable Growth:** Improve naturally as you work, transforming hesitation into influence through daily practice.
- 5-Week Guided Implementation:** Structured approach for applying new skills week by week.

Research shows that people who use active observation retain up to 85% of what they learn and build confidence twice as fast as traditional learners.





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