

Megan Evans
CONSULTANCY

IN-HOUSE TRAINING COURSES

Half days or full days, online or in-person training
depending on your requirements

PLEASE CONTACT ME FOR MORE INFO



megan-evans@live.co.uk



07921 586796



www.meganevansconsultancy.co.uk

NEW: IN-HOUSE TRAINING COURSE

INTRODUCTION TO ONLINE FACILITATION



Really helpful course. I understand my role so much better now. And fab tips on how to engage groups
Thank you!

THE COURSE

- Q. Could your online meetings and events go a little smoother?
- Q. Could your participants be more engaged in your online meetings and events?
- Q. Are your online meetings and events getting the results or action you need?

If so, then this online course is for you!

Learn how to facilitate online workshops and meetings to make them more effective, engaging and productive.

During the course you will:

- explore the role of the facilitator in the online environment
- experience several useful online facilitation tools, tips and methods to make your online meetings and events successful
- gain confidence in facilitating online meetings and events
- identify opportunities to further your own learning



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WHY FACILITATE ONLINE?

The shift to online working is here to stay with staff regularly running online meetings, discussions and project working. In part this is due to travel and environmental impact and costs plus time. Often higher numbers of participants engage in the online environment especially in widely distributed teams, rural and global teams or those who have additional access needs.

WHO IS THE COURSE AIMED AT?

- leaders, senior and middle managers
- team members
- anyone who runs group meetings and sessions and wants to make them more participatory, interactive and engaging

COURSE LENGTH

Half day or full day in-house depending on your requirements

WHO I AM

I am a qualified and highly experienced online and face to face professional facilitator, trainer and consultant.

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NEW: IN-HOUSE COURSE

PREPARING TO FACILITATE

What do you actually need to do
before you get in the room?

ONLINE OR IN-PERSON



Fast paced,
relevant, practical,
engaging &
thought-provoking

THE COURSE

Ever been asked to facilitate a meeting but
feel caught off guard or totally unprepared?

Facilitating meetings, workshops and events
can appear an easy task - simply turn up and
ask a few questions!!

A well facilitated meeting almost entirely
depends on what has been done before you
walk in the room and it is even more relevant
for facilitating an online meeting, workshop or
event!

This course explores the importance of
preparation for a successfully facilitated
workshop. What questions do you need to
ask and of whom plus what do you need to
put in place **BEFORE** you run a facilitated
session or event?

WHO I AM

I am an experienced and qualified online
and face to face professional facilitator,
trainer and consultant

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WHAT THE COURSE COVERS

What you need to consider during each of the
following stages prior to the actual facilitated
session:

- first contact
- negotiating the "contract" and your role as
facilitator
- understanding the client
- needs assessment
- selecting a process
- session design

WHO IS THE COURSE AIMED AT?

- freelance facilitators
- community enablers
- meetings and workshop facilitators
- event organisers

COURSE LENGTH

Online: 2 hour workshop

In-person: 3 hour workshops

Group size: 8 - 20 participants

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FACILITATION: THE FOCUSED CONVERSATION METHOD

ONLINE OR IN-PERSON
IN-HOUSE COURSE



The course has been wonderful, thank you. I've a few settings at work where I can envisage using both the focused and consensus approaches

THE COURSE

The Focused Conversation method is a powerful structured process that helps a group journey through a conversation together.

This training course demonstrates in detail this highly useful method which allows a group to fully explore a subject or topic in an inclusive way, sharing everyone's thoughts and observations while ensuring the discussions' aims are met.

The Focused Conversation method is a prerequisite for a number of other ICA:UK courses including the popular Consensus Workshop method

WHO I AM

I am an experienced and qualified online and face to face facilitator, trainer and consultant and lead trainer for ICA:UK.



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WHY THE FOCUSED CONVERSATION METHOD?

The FC method is particularly useful when you want to:

- elicit clear ideas and conclusions
- broaden a group's perspective
- provide for meaningful dialogue
- allow the whole group to participate

WHO IS THE COURSE AIMED AT?

- leaders and managers
- team members
- meetings and workshop facilitators
- groups who want a simple but effective tool to design thoughtful discussions

COURSE LENGTH

Online: 4 x 2 hour workshops to suit the client.

In-person: 2 x 3 hour workshops

Group size: 8 - 16 participants

Can be run in conjunction with the Consensus Workshop course

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FACILITATION: THE CONSENSUS WORKSHOP METHOD



ONLINE OR IN-PERSON
IN-HOUSE COURSE

*A wonderful course.
I've a few settings at
work where I can
envisage using both the
focused and consensus
approaches*

THE COURSE

ICA:UK's Consensus Workshop (CW) popular facilitation process is really useful in helping groups to work together to fully discuss their issue and ultimately achieve group consensus

The technique uses the ToP Focused Conversation structure (course prerequisite) in a specialized way in order to help a group reach consensus on a question.

This creative training course explores in detail this transformative method which allows a group to fully explore a subject or topic in an inclusive way, sharing everyone's thoughts and observations in order to gain group consensus.

WHO I AM

I am an experienced and qualified online and face to face professional facilitator, trainer and consultant and lead trainer for ICA:UK.



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WHY THE CONSENSUS WORKSHOP METHOD?

The CW method is particularly useful when you want to:

- quickly generate creativity and energy
- infuse the team with a sense of responsibility
- encourage rational and intuitive thinking
- build practical team consensus & allow the whole group to participate

WHO IS THE COURSE AIMED AT?

- leaders, senior and middle managers
- team members
- meetings and workshop facilitators
- teams and groups who want a simple but effective tool to help achieve consensus

COURSE LENGTH

Online: 6- 8 hours to suit the client.

In-person: 2 x 3 hour workshops

Group size: 8 - 16 participants

(Pre-requisite: The Focused Conversation course)

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NEW: IN-HOUSE TRAINING COURSE

INTRODUCTION TO PEER MENTORING



A huge turning point for me was the realisation that everyone has the solution!

THE COURSE

Do you want to develop the skills of the people in your organisation so they can better share their expertise and knowledge?

Do you want your teams to learn great processes to enable them to really work together to get to actual decisions, action and results?

If so, check out this course!

Learn how the learning, skills and experiences of your teams, organisations and communities can be shared with others, to achieve positive and successful outcomes and to develop individual and structural resilience and organisational sustainability.

During the course you will:

- gain a better understand the concept of a peer to peer mentoring relationship
- develop skills in questioning and listening
- learn how to challenge but also support those you are mentoring
- understand the need to set appropriate expectations and boundaries
- better value your own learning and experience



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WHY PEER MENTORING?

Peer mentoring is fast becoming recognised as an effective and economic way of developing staff, volunteers, colleagues and communities of people. Peer mentoring strengthens projects, improves outcomes, deepens relationships and ensures change really happens. It uses the expertise and knowledge of those with real lived experience of the job.

WHO IS THE COURSE AIMED AT?

- team members
- leaders, senior and middle managers
- volunteers
- any group of individuals who support each other around a theme

COURSE LENGTH

Half day, evenings or full day online or in person depending on your requirements

WHO I AM

I am a qualified and highly experienced online and face to face professional mentor/coach, facilitator, trainer and consultant.

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NEW: IN-HOUSE TRAINING COURSE

BETTER ONLINE MEETINGS



Really helpful course. I understand my role so much better now. And fab tips on how to engage groups
Thank you!

THE COURSE

Q. Could your online meetings and events go a little smoother?

Q. Are your online meetings and events not getting the results you need?

Q. Are your online meetings and events all talk but very little or no action?

If so, then this is the course for you!

Learn how to facilitate online meetings and workshops to make them more effective, engaging and productive.

During the course you will:

- explore the role of the online facilitator
- experience several useful online facilitation tools and methods
- learn tips & tools to make online sessions engaging and effective
- gain confidence in facilitating meetings and events online
- identify opportunities to further your own learning



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WHO IS THE COURSE AIMED AT?

- leaders
- team managers
- team members
- anyone who runs group meetings and sessions and wants to make them more participative and engaging

WHO I AM

I am a qualified online and face to face professional trainer, facilitator, and consultant.

COURSE LENGTH

Half day or full day depending on your requirements

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EVENT FACILITATION SERVICE

**ONLINE & IN-PERSON
MEETINGS, WORKSHOPS
& EVENTS**



Megan, a really excellent job of facilitating what could have been a rather challenging session. Such rich conversations which helped us to come up with what is now a workable plan, awesome!

FACILITATION SERVICE

Are your meetings and events not getting the results you need?

Are your meetings and events all talk and no action?

If so an independent facilitator can help!

My role as facilitator is to help your team, group, or organisation to identify their key issues, work more effectively together and help them move towards action to meet their goals. Providing a safe space, creating trust, helping a group see their issue from a fresh perspective is my task.

In partnership with you, I will help design, prepare and facilitate your meetings, workshops and events to ensure that all participants are involved, engaged and their voices are heard.

My presence allows the chair, leader or organiser the freedom to contribute fully to discussions rather than being responsible for managing the group process.

WHY HAVE A FACILITATOR?

As an experienced independent facilitator, I am regularly brought in to facilitate meetings, sessions and events where the issues are complex, where there may be differing or conflicting views, challenging team dynamics, where consensus is required on critical decisions or simply there is a wish for the voices in the group to be heard.

WHO IS THIS SERVICE AIMED AT?

Any group, team, community or organisation where a creative facilitated event, meeting process would be beneficial.

WHO I AM

I am a qualified online and face to face professional facilitator and organisational consultant and am experienced in facilitating online and face to face sessions both large and small.

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