



## **Facilitative Skills for Collaborative Leaders**

### **About the Workshop**

Collaborative leadership is the art of leading people as they work together to successfully accomplish both individual and collective goals. To do this, the collaborative leader needs to facilitate many interactions between team members. This two-day workshop is designed to provide collaborative leaders with important facilitative skills that can enhance collaboration and results in the development of high quality, innovative decisions that promote both cohesion and synergy. With collaboration, the group has the potential to fully utilize all the resources team members bring to the table by getting them appropriately focused and prepared to perform so they can be accountable to themselves and the team.

### **About the Presenter**

Donna Ching, Ph.D., has been an extension specialist in the College of Tropical Agriculture and Human Resources at the University of Hawaii-Manoa since 1987. During that time, she has coordinated the Agricultural Leadership Program while working with a variety of nonprofit, for-profit, and community organizations to provide workshops in the areas of group process, leadership, facilitation and strategic planning. She has also facilitated many of these organizations in strategic planning and collaborative decision-making.

### **You will learn:**

- 3 The importance of developing a content and process focus for your meeting
- 3 How to plan a meeting and design an agenda
- 3 How to acknowledge and meet the differing expectations of participants
- 3 The important roles played by the facilitator, recorder and participants
- 3 Facilitative techniques, strategies and tools
- 3 Why collaborative leaders need facilitative skills

### **Event Details**

**When:** Thursday and Friday December 10-11, 2009, 8:30 a.m. to 5:00 p.m. on Thursday and 8:00 to 4:30 on Friday. Registration begins at 8:00 on Thursday and workshop starts PROMPTLY at 8:30. Participants must commit to two full days.

**Where:** University of Hawaii-Manoa, Campus Center Room 308

**Cost:** \$200 for University faculty and staff, \$300 for all others. Checks should be written to **RCUH** (write "Project #1282" somewhere on check or purchase order) and mailed to Donna R. Ching, 2515 Campus Rd., Miller 110, University of Hawaii, Hon., HI 96822

**What's included:** Manual, lunch, morning & afternoon snacks

**For more information about the workshop call Donna Ching at 956-2255.**



College of Tropical Agriculture and Human Resources

UNIVERSITY OF HAWAII AT MĀNOA

Payment Deadline: Monday, November 23rd

**Register Today!**

**Facilitative Skills for Collaborative Leaders**

Thursday, December 10, 2009, 8:30 to 5:00 p.m.

Friday, December 11, 2009, 8:00 to 4:30 p.m.

Participants must commit to two full days.

University of Hawaii-Manoa, Campus Center Room 308

Please use a separate form for each registrant. To reserve your space in the workshop, complete registration form below and email to [<donnac@hawaii.edu>](mailto:donnac@hawaii.edu) or fax to 956-9712. **Please do not assume you are registered for the workshop until you receive an email or fax with detailed logistical information to notify you that you have secured a seat in the workshop.** Your prepayment (required to confirm your space) must be received by **Friday, November 27th.**

Name (for roster) \_\_\_\_\_

Organization \_\_\_\_\_ Title \_\_\_\_\_

Name (for name tag) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Registration will only be processed if you list your expectations for the workshop and/or issues you want addressed here:**

Check here if you require special facility arrangements. How we may accommodate you:

\_\_\_\_\_  
Contact Donna Ching: Phone: (808) 956-2255; Fax: (808) 956-9712; [donnac@hawaii.edu](mailto:donnac@hawaii.edu)

**Refunds:** Your payment will be refunded if cancellation is made by Tuesday, December 1<sup>st</sup>. After that date, registration may be transferred to another person but it will not be refunded because a

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seat in the workshop has been reserved for you and another person may have been turned away.

**Recording Policy:** No audio or video recording is allowed without prior written permission.

For more information about the workshop call Donna  
Ching at 956-2255.