



Visual Facilitation – Toolkit for Meeting & Workshop

CONNECTION TECHNOLOGY 裝備未來
FUTURE SKILLS

If you wonder how to facilitate meetings or workshops with better engagement of the participants for more productive outcome? Join us to transform yourself into a visual meeting facilitator and visual communicator.

The course will cover practical skills to improve meeting efficiency and enhance team collaboration via simple visual tools.

Programme Code	10015872-03
Date & Time	September 5, 2024 2:00 PM to 6:00 PM
Venue	HKPC Building, 78 Tat Chee Avenue, Kowloon Tong
Language	Cantonese
Course Fees	HKD 1,200 / HKD 1,080* (*Early bird discount for registrations before August 22, 2024)
Targets	Strategic meeting facilitators, Cross-functional meeting hosts, Training and HR professionals

Course Outline

Are you frequently required to collaborate in cross-departmental meetings or host online meetings? You can utilise visual meeting facilitation techniques even without drawing skills!

Quickly prepare your visual meeting toolkit:

- 8 easy-to-learn, rapid sketching tools for meetings
- 8 commonly used whiteboard templates

Course Content

Prepare your visual meeting quickly with the following toolkit:

➤ **Intro to visual meeting facilitation skills**

- Common meeting challenges
- Traditional meeting vs. visual meeting facilitation
- Resolving conflicts
- Active listening
- Handling power struggles
- Asking powerful questions
- Conducting team analysis
- Keeping the team focused on the agenda
- Providing and receiving feedback
- Eliminating confusion
- Setting priorities
- Planning action, formulating strategy
- Selecting appropriate meeting attendees

➤ **8 commonly used whiteboard templates**

- Meeting flow control tools
- Roadmap planning tools
- Team reflection tools
- Prioritisation tools
- Co-creation tools

➤ **8 easy-to-learn, rapid sketching tools for meetings**

- Drawing vs Rapid Sketching
- Understanding useful body parts for sketching
- Mastering basic sketching principles
- Exploring sketching tools
- Useful rapid sketching techniques for meetings

About the Trainer

Samson NG

As the Head of Design & Strategy at PALO IT, Samson is an experienced consultant helping Fortune 500 enterprises and start-ups innovate and deliver business results. With over 20 years in strategic design thinking, he also shares his digital business design knowledge as a university lecturer in the field of design thinking and entrepreneurship at CUHK. Samson specialises in integrating strategic design into business problem-solving, fostering enterprise innovation culture, and enhancing team competitiveness.



Enrolment

1. Scan the QR code to complete the enrolment and payment online. OR
2. Mail the crossed cheque with payee name “Hong Kong Productivity Council” (in HK dollar) and the application form should be mailed to HKPC Academy, Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Ms KWOK). Please indicate the course name and course code on the back of the cheque and envelope.

