

Meeting Facilitation Workshop Series: Spring 2020

Spring Workshop Series: Meeting Facilitation

Session 1

March 18, 2020

How to Roadmap Your Meeting, The Power of the Agenda, Community Agreements

Presenter – Nancy Donovan is an Event Planner at Berkeley Law. She has a M.A. in career development and career counseling and extensive workshop design and group facilitation experience. A long-time member of the Berkeley campus community, Donovan co-founded the Berkeley Law Staff Circle on Anti-Racism and was a member of the law school's Professional Development Committee for two plus years. She also serves as an appointed member of the law school's Visual Display Committee.

Session 2

April 15, 2020

More on Community Agreements, Defining Inclusion and Anti-oppression, What Makes a Good Meeting

Presenters – Durrain Ansari-Yan, Director, SPH Diversity and Inclusion: DREAM Office; and Michelle Azurin, SPH Associate Director of Admissions and Recruitment.

Session 3

June 17, 2020

During Meeting: Work-space, Timing, Logistics, The Impacts of Personalities on the Facilitator, Inspiring Participation

Presenter – Michael Timothy Bean is a Training Manager with UC Environment, Health & Safety. He has been a professional facilitator for over 20 years.

Session 4

RESCHEDULED: August 19, 2020

Sustainable agreements and Reaching Closure

Presenter: Helena Weiss-Duman, M.A., PMP, UC Berkeley Extension Honored Instructor, has more than 25 years of project management experience in industry, academia, and nonprofit settings. She currently works at UC Berkeley as the deputy director of External Relations & Marketing Communications in UDAR.