



Peninsula Conflict Resolution Center

Empowering people. Building Relationships. Reducing Violence

Basic Facilitation Training

Thurs. August 26
& Fri. August 27

9:30 AM – 4:30 PM

Must attend both sessions

San Mateo Public Library
55 West 3rd Ave. San Mateo
Laurel Room

PCRC presents its
8th annual training on meeting
management & facilitation.

This 2 – day class offers:

- basic facilitation techniques
- tips on dealing with difficult personalities
- role plays and scenarios

Tuition: \$225/ participant
payable in advance.

Discounts are available for
groups. Space is limited.

650.513.0330
www.pcrweb.org

Learn the Building
Blocks
For Effective Meetings

Step One
Planning
and
preparing
for the
meeting

Step Two
Managing
interactions,
generating
ideas, and
making
decisions

Step Three
Preventing
and
intervening
as problems
arise

Step Four
Closing with
summaries,
action items,
and
evaluations