



**metonomy**

# Workshop Catalogue 2023

**Each 2-hour  
workshop can be  
delivered online or  
in-person for 4 to  
24 participants**





### **Leadership People Skills Basics**

Being a leader entitles different skills: listening, coaching, presenting or facilitating. Knowing the possibilities, their range and their limitations allows us to choose wisely how we want to interact with groups or individuals.

### **Reflective Practices**

Any leader has to have strong reflective practices but also the ability to support others in doing so. This session will give you tools on how to bring forth meaningful reflections.

### **Facilitation Basics**

Facilitation is the art of empowering teams to do their best work. The basics cover the role of the facilitator, the central skills and a framework to design effective meetings.

### **Decision Making**

Decision making frameworks that help teams avoid the trap of seeking consensus and instead make decisions thoroughly, effectively and efficiently.

### **Working with Triggers**

Getting triggered is a fact of life, but the intensity of our response doesn't have to be. Learn to identify, explore and disarm some of your triggers.

### **Problem Solving**

Learn to facilitate 4 distinct methodologies to support teams in becoming more effective at problem solving.

### **Active & Experiential Learning**

To be powerful, learning has to be an active process. Learners need to be engaged and supported in their reflective processes. This session explores how to plan for that as a trainer.

### **Training Basics**

Training is the art of creating learning environments for people to learn and grow. The basics cover the principles of how people learn and frameworks to design and deliver engaging learning spaces.

### **Effective Interventions**

Deciding when and how to intervene when facilitating a group is one of the most important skills of any facilitator. By being able to analyze the situation and react adequately, you will make a difference.

### **Process Structure**

Groups, teams and individuals have processes. Some processes are conscious, obvious and easy to impact, some are unconscious, hidden and run against us. This session gives you an introduction on powerful techniques to map and impact human processes.

### **Presentation Basics**

Presentation is the art of delivering impactful information. The basics cover how to design and deliver presentations for maximum engagement.

### **Communication Channels**

We all communicate way more than simply through our words. Body language is just one of many communication channels that coaches and facilitators need to be fluent in.

### **Listening**

Leaders who do not know how to listen deeply always fail to communicate efficiently. Learn to develop your listening skills and go beyond active listening.

### **Sharing & Storytelling**

Sharing and crafting stories are the key to effectively communicate beyond information only. Failing to do so leaves you as someone who is simply talking about something.

### **Requests**

Getting people to say yes is the skill of making powerful requests. In this session you will learn how to craft bold requests that people want to say yes to.



### **Facilitating Conversations**

Tools and techniques to facilitate conversations with medium and large groups effectively.

### **Engagement & Listening**

The quality of your listening directly impacts your ability to engage people. This session gives you a framework for engagement and tools to elevate your listening skills.

### **Mentoring Basics**

This session will give you powerful insights on the skills that make a difference in a great mentor.

### **Change & Resilience**

Change happens whether we like it or not, what matters is how we respond to it. Do we become more fragile or learn to become more resilient?

### **Conflict Resolution Basics**

Fear of conflict is one of the fundamental dysfunction of a team. Learn to approach conflict with more confidence and leverage its power.

### **Creating Trusting Teams**

We all know that trust is important, this session presents a framework to explicitly support teams in creating more trust.

### **Group Dynamics**

Leading groups efficiently requires planification and adaptability. This session will explore tools to prepare but also analyze and react when working with groups.

### **Navigating Paradox**

When we confuse paradoxes as some type of problem, we make a terrible mistake: thinking they have a solution. We present here a methodology to powerfully navigate paradoxes.

### **Performance & Integrity**

Without integrity, nothing works. The same way a boat that has a hole will eventually sink. Rather than looking at integrity from a morality perspective we offer a powerful framework that increases your performance in all areas.

### **Rank & Power**

The world isn't fair, but what hurts the most is when one is unaware of their own rank and power. This framework enables you to gain awareness of rank and learn to use it for good and responsibly.

### **Advanced Training Designs**

In this session we explore some of the most complex teaching techniques that an advanced trainer can pick to respond to any situation.

### **Coaching Basics**

Coaching is the art of empowering people to unlock their full potential. The basics cover the central skills of a coach and frameworks to guide a conversation.

### **Advanced Facilitation Designs**

In this session we explore some of the most complex facilitation techniques that an advanced facilitator can pick to respond to any situation.

### **Coaching Metaskills**

While coaching techniques are important, they do not account for the real difference a coach can make. What matters is their way of being, said differently: their metaskills.

### **Boundaries & Responsibilities**

Setting boundaries while being responsible for a team requires firmness and confidence. Build your capacity to master this skill and support your team to effectively care for their own boundaries.