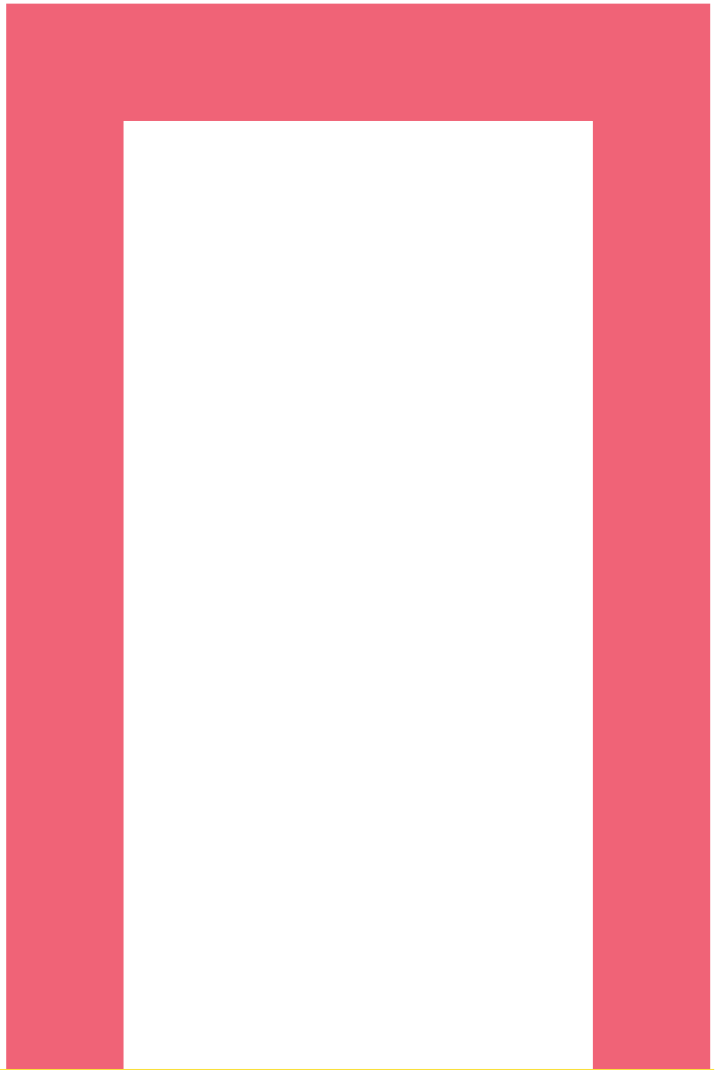


2023 Catalogue



metonymy

Imagine a world
where **love** is present
in every human interaction



Our Team



DAVID

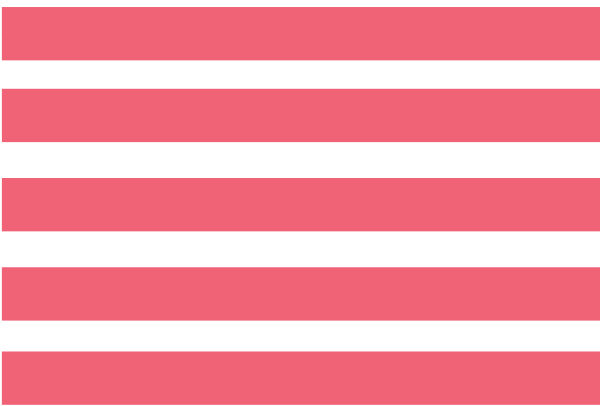
Founder of the company, David is a coach, facilitator and trainer. He has been developing leadership skills and working with thousands of individuals and groups for the past decade. His experience ranges from one-on-one coaching to facilitating large group conversations. He's also had the opportunity to work closely with companies to support their reflections on how they want to work together. As a trainer and workshop designer, David offers transformative learning opportunities both in-person and online. His reflexive capacity allows him to adapt to the specifics of a particular workshop and offer qualitative experiences. At the end of the day, his work is all about finding the answer to the question: How do human beings help each other in a productive way?



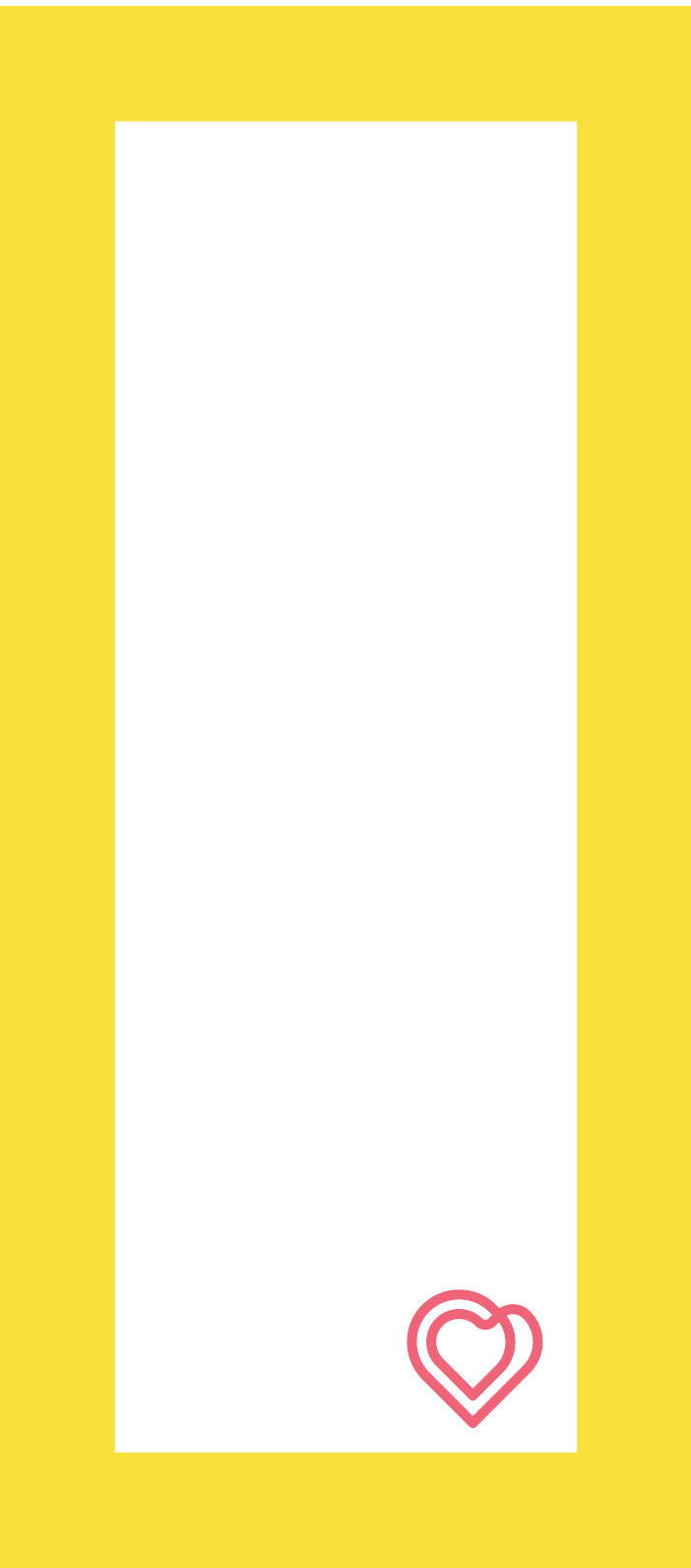
ROSALIE

Rosalie is a facilitator and a trainer. They have been leading groups for over a decade. With vast experience in working with youth and adults, they have developed strong skills in holding space. Their attention to the participants' needs allows them to feel safe and dive into the learning process with confidence. In working as a leader in their organization they had numerous opportunities to facilitate group conversations, work with teams and encourage individuals to give their best. They are committed to working with people as a community to achieve greatness. Rosalie has been working in partnership with David for many years. David and Rosalie cofacilitated numerous workshops and the dynamic they share allows participants to enjoy a richer experience.

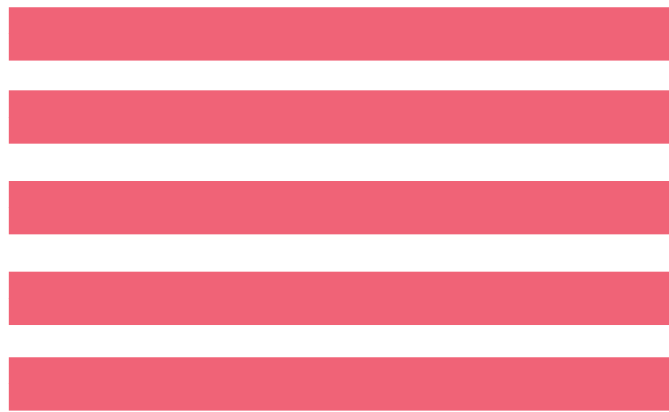
Contact us at events@metonomy.community to discuss how we can work together



2023



Training Catalogue



**innovating and engaging
training that will make a
lasting difference**



Grow Yourself

Learn and develop new skills that will empower and enhance your future self and career.

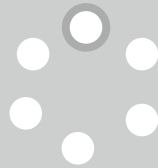
Build A Network

Connect with peers, learn from each other and practice together to develop your skills.

Upgrade Your Tools

Professional frameworks, up-to-date tools and practices for rapid progress.

Facilitating



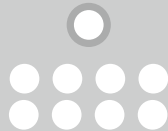
Facilitators **guide** and **intervene**, to get **decision, solutions,** and **alignment** by doing **20% speaking,** and **80% listening.**

Coaching



Coaches **inquire** and **reflect**, to get **focus, insights,** and **action** by doing **20% speaking,** and **80% listening.**

Presenting



Presenters **tell** and **share**, to get **information, inspiration,** and **credibility** by doing **80% speaking,** and **20% listening.**

Training



Trainers **teach** and **involve**, to get **knowledge, skills,** and **attitude** by doing **50% speaking,** and **50% listening.**

Develop your facilitating, coaching, presenting, mentoring and training skills.

Training is delivered both virtually and in person and available in both English and French.

Both methods will help you develop transferable skills.



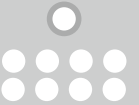
Introduction to Presentation Skills



- 5 - 20 participants
- Online format: two 2- hour sessions
- In-person format: half-day

Leaders need to effectively communicate their message. We designed an introductory workshop for professionals who want to elevate their presentation skills. Participants will walk away with tools and skills to design and deliver impactful presentations.

Presentation Skills Training



- 5 - 20 participants
- Online format: eight 2- hour sessions
- In-person format: three half-days

Perfect for professionals who want to elevate their presentation skills. Participants will explore their presence as a presenter. They will walk away with tools and skills to design and deliver impactful presentations. Anyone can be an amazing presenter. It is a function of your ability to effectively combine rational thinking and emotional intelligence with your authentic self. Great presenters are connected to themselves and invite others into their world.

Perfect for managers, business leaders, consultants, educators and anyone who is interested in being more effective at empowering groups of people. This training has no prerequisites and works for all levels and styles of presenters.



Facilitation Skills Training



- 5 - 20 participants
- Online format: eight 2- hour sessions
- In-person format: three half-days

Strong facilitation skills allow for more powerful and effective group work. As a manager, team leader or educator, being able to bring people together and guide them toward a common goal can make all the difference. At Metonomy we define a facilitator as someone whose focus is on the group process and not on the content of what the group is working on. This workshop provides tools to elevate your facilitation but has no prerequisites and works for all levels and styles of facilitator. The variety in sessions will allow conversations around key elements of working in groups : problem solving, decision making, how to nurture trust. etc.

Mentoring Skills Training



- 5 - 20 participants
- Online format: eight 2- hour sessions
- In-person format: three half-days

At Metonomy we define mentoring as a combination of coaching and tutoring skills. In its art form it requires great listening skills but also the capacity to share your knowledge effectively. This workshop is designed for anyone whose work includes elevating people's performances: managers, coaches, educators, consultants, team leaders, etc. With no prerequisite, we will offer a variety of tools and support participant's exploration of what they need to be an effective mentor.



Presenter Training Intensive



- 6 participants
- Online format: ten 3-hour sessions
- In-person format: three and a half days

This training is a transformative experience. We bring people together to grow as presenters. Participants will explore their presence as a presenter. They will walk away more confident and equipped with a wide range of tools and skills to both design and deliver more impactful presentations. There is a significant long term impact as participants have a chance to anchor what they learn in their day-to-day practices. They will be supported combining rational thinking and emotional intelligence to be able to invite others into their world. We offer customizable training sessions that include listening skills, storytelling and engagement.

This training is perfect for managers, business leaders, consultants, educators and anyone who is interested in effectively empowering groups of people. It has no prerequisites and invites all levels and styles of presentors.

We focus on experiential learning. The Presenter Training Intensive is based on opportunities to practice presenting skills and receive high quality feedback. This hands on approach assures an opportunity for growth but also allows to work on giving and receiving feedback. This training dramatically elevates your skills, no matter where you start.



Facilitator Training Intensive



- 6 participants
- Online format: ten 3-hour sessions
- In-person format: three and a half days

We bring people together to explore the skills of facilitation in a transformative experience. Participant's presence as a facilitator is significantly altered as they walk away more confident and with a wide range of tools and skills to enable groups of people to do their work more effectively.

Facilitation is a term being used for many purposes. At metonymy, we define a facilitator as someone whose focus is on the group process and not on the content of what the group is working on. Great facilitators ensure that meetings are productive and that groups give their best work. This workshop is open to anyone wanting to create more engaging environments. Some of the content of the workshop can be adapted to your needs. We are happy to offer conversations around conflict resolution, problem solving, trust, etc.

We focus on experiential learning. The facilitator Training Intensive is based on opportunities to practice facilitation skills and receive high quality feedback. This hands on approach assures an opportunity for growth but also allows to work on giving and receiving feedback.



Coaches Training Intensive



- 12 participants
- Online format: ten 3-hour sessions
- In-person format: three and a half days

This well-designed training brings people together and offers a transformative learning experience. Participants walk away more confident with their new range of learned tools and skills. These skills allow personal reflection and create breakthroughs. At Metonomy, we define a coach as someone whose focus is on a person's thinking about their own thinking (metacognition). Great coaches enable people to think and feel for themselves thus providing a clear pathway for action.

This training is perfect for: managers, business leaders, consultants, educators and anyone who is interested in effectively empowering individuals.

This training has no prerequisites and works for all levels and styles of coaching. We focus on experiential learning. The Coaches Training Intensive is based on opportunities to practice coaching skills and receive high quality feedback. We always link the content to participants' needs and make sure it is transferable to their reality. This training dramatically elevates your skills, no matter where you start.



Mentors Training Intensive



- 12 participants
- Online format: ten 3-hour sessions
- In-person format: three and a half days

Being a mentor is not about telling people what to do but rather supporting them in their own growth and providing them the tools to reflect. These skills are developed through both coaching and training. Sessions include how to lead conversations, nurturing a safe environment and asking effective questions. The content of this workshop is flexible and can be tailored to best suit your needs.

The Mentors Training Intensive is based on opportunities to practice mentoring skills and receive high quality feedback. This hands-on approach assures an opportunity to integrate the content to your reality. This training is perfect for managers, business leaders, educators or consultants, has no prerequisites and welcomes all levels and styles of mentors.



Trainers Training Intensive



- 12 participants
- Online format: ten 3-hour sessions
- In-person format: three and a half days

The Trainers Training Intensive is perfect for managers, business leaders, consultants, trainers, educators and those interested in delivering effective and impactful learning. This training has no prerequisites and welcomes all levels and styles of trainers. It encourages networking all while allowing fellow trainers to share their wisdom, gain confidence, explore their presence as a trainer and learn new tools. Learning is an amazing phenomenon.

Great trainers enable their participants to learn by designing and curating critical, fruitful and creative environments. They offer a challenging space for the learners while showing compassion and offering opportunities for support. We focus on experiential learning. The Trainers Training Intensive is based on opportunities to practice and receive high quality feedback.



Instructional Skills Workshop



- 6 participants
- Online format: ten 3-hour sessions
- In-person format: three and a half days

The Instructional Skills Workshop (ISW) is designed to encourage reflective practice and to assist participants in developing their teaching and feedback skills. The underlying principles of the workshop include: participatory learning, diversity of learning, and the building of learning communities in classrooms and institutions.

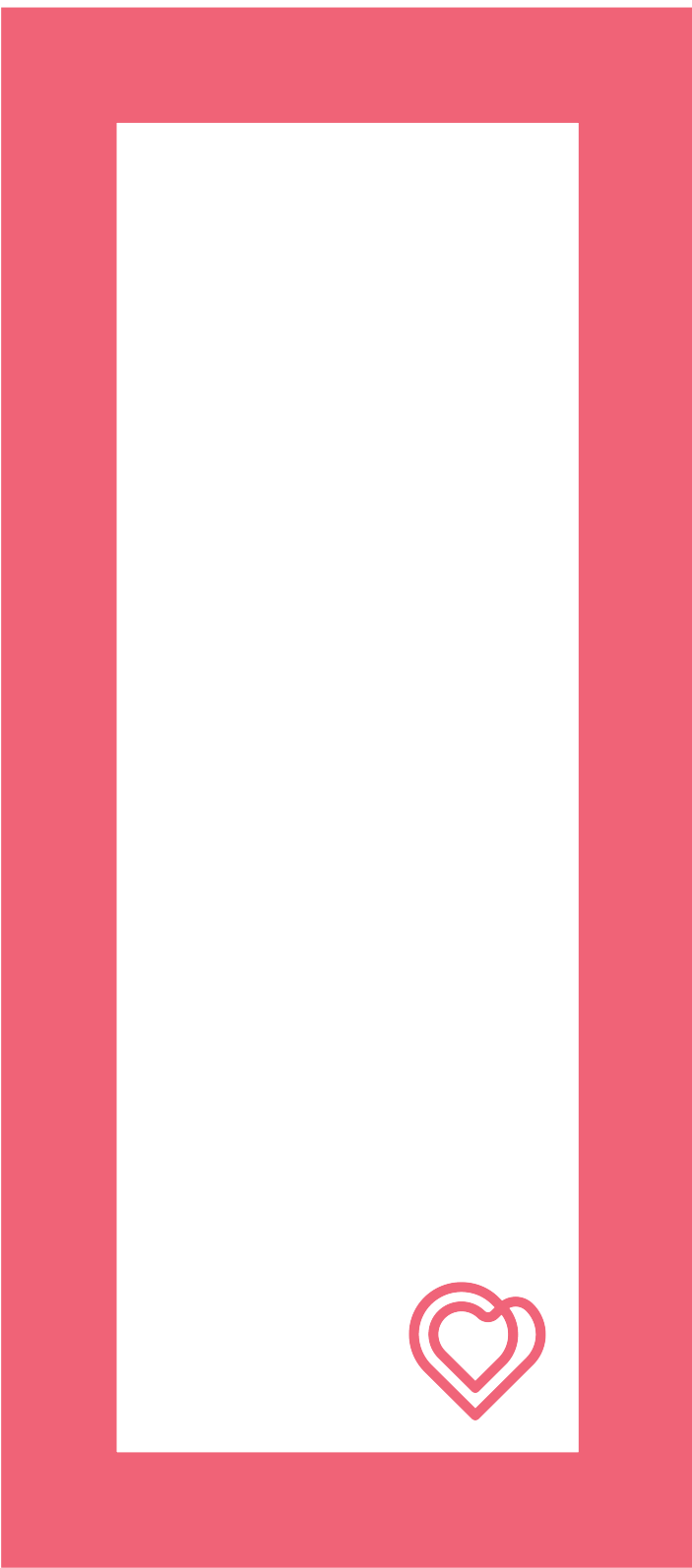
This workshop is delivered according to Instructional Skills Workshop Network policies (<https://www.iswnetwork.ca/>)



Contact events@metonomy.community or visit metonomy.community



2023



Workshop Catalogue



**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

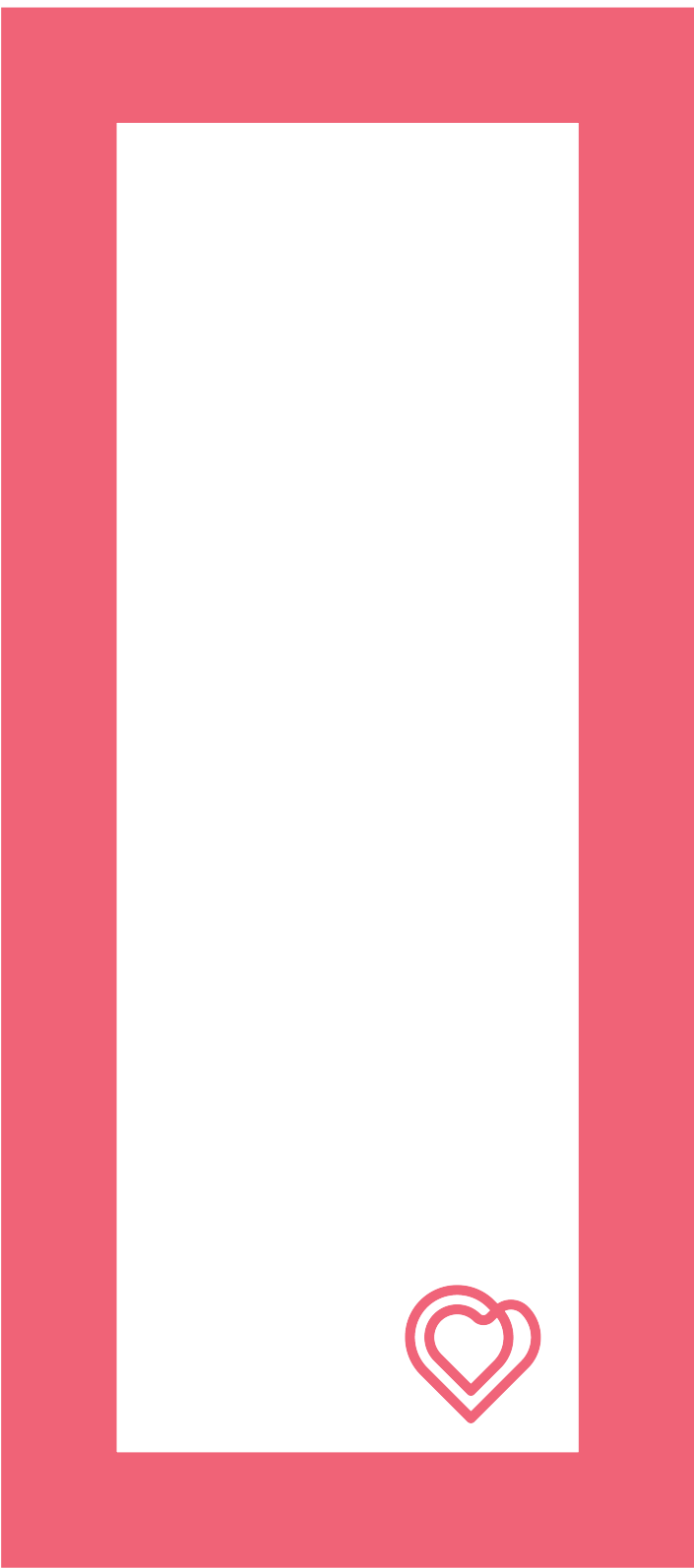
While coaching techniques are important, they do not account for the real difference a coach can make. What matters is their way of being, said differently: their metaskills.

Learning Objectives

Learning objectives are a powerful tool when we want to support learners. This session explores how learning objectives can be used as a planification and reflection tool for trainers, especially when dealing with complex tasks.



2023



Consulting Offerings



for teams and individuals



Human Change

As humans, change is the only constant. Our consulting offering is designed to help you grow, adapt, and build resilience in the face of any change.

Development

Learning new skills and implementing them is key to being a leader in the 21st century. Let us be your development partner on your journey.

Advisory

Leverage our expertise to take your projects and career to the next level. We can support you with facilitation, conflict, resolution, consent, coaching, mentoring, designing learning environment, presentations and communication.

Meta skills we will support you in

Conflict Resolution

Consent

Presentation & Communication

Coaching

Training & Designing Learning Environments

Facilitation

We are happy to offer a free conversation to clarify your needs and discuss how we can work together



Examples of prior experiences

Conflict Resolution

A manager experiencing a conflictual situation personally hired us to help them throughout the situation. We offered them individual support in dealing with how they were experiencing the conflict. We helped them find ways both internally and in their actions to better deal with it. Working with them allowed them to have a deeper understanding of the situation as they **took ownership** of their responsibility in the conflict but were also **empowered to make the necessary requests**. This led to a resolution and allowed them and their team to move forward.

Consent

A call center was struggling with effectively managing the volume of calls they were receiving with a team that was already dealing with high turnover and burnout. We first clarified the scope of their work and then differentiated what is wanted from the team from what they are able to offer. From there we helped them clearly articulate what are the **limits and boundaries** of the team while also developing processes for them to take care of themselves. This resulted in maximizing the team's ability to **serve the needs** of the users while also ensuring the health and success of each team member.



Facilitation

A consultant who facilitated meetings reached out to us. They wanted to have a space where they could **debrief meetings** that did not go as well as they had hoped. We helped them understand the source of why those meetings were not going as expected and from there, they were able to learn and develop new skills to help their performance. In addition, we also supported them in **designing their upcoming meetings**. Not only did we look at their meetings to refine their designs, we also offered training that allowed them to design their meetings on their own. In this case, working with them individually offered an opportunity to adapt the training to their strengths and weaknesses and allowed for their growth as a facilitator

Coaching

An executive director was seeking coaching in **dealing with stress** and how to handle imminent situations. They wanted to have access to a **better understanding of themselves** so that they could handle themselves gracefully and stay clear-minded. In this case, we helped them with a long-term strategy so that they could ensure their own **growth** within their organization.

Training & Designing Learning Environments

The internal specialist in DEI was asked to deliver training within their company. We offered support in **designing and delivering** the sessions. Our conversation led them to a better understanding of what learning means and how to create **powerful learning experiences**. They transformed their mindset and focused on how to engage learners. Clarifying their learning outcomes and designing dynamic interactive sessions became a habit. We adapted our coaching to meet their exact needs and it provided immediate help as well as long-lasting growth.



Presentation & Communication

We were approached by a junior manager who experienced problems with their communication. They had received feedback from both their superior and their team about some issues. They were not always understood and collaboration was a struggle. We offered two months of coaching. Over the course of those two months, we helped them **elevate their communication** style and they also learned to **give and receive feedback** more effectively. After working with us, they knew how to make sure they were heard and understood by their coworkers. This allowed them to better perform in their job and receive praises from their superior.

Contact events@metonomy.community or visit metonomy.community



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