

Visuals Tools for Facilitators

Using Basic Graphics to Enhance Facilitated Meetings

Why is a picture worth a thousand words? Because up to 65% of participants in any meeting room, session or workshop are visual learners. Their ability to 'see' and not just talk about things makes a huge impact on their understanding, engagement, and retention. In this course, you will learn how to enhance your facilitated meeting charts, agendas and worksheets with hand drawn icons, idea mapping and visual metaphors.

"The visual facilitation and visual charts were immensely helpful and will continue to be as we move forward and follow up on ideas and thoughts brought forward by our community members at our sessions."
---Brenda F., Director, Business Client

Can't draw? If you can draw simple shapes, different kinds of lines, and print text, you can learn to create simple basic images and icons. Combined them with text and use them in your facilitated sessions, your participants will appreciate being heard, seeing their thoughts and ideas reflected back on paper and better able to connect the dots.



Learning Objectives

In this interactive two-day course led by graphic recorder Avril Orloff, you will learn the basics of graphic language and its potential to enhance your facilitation effectiveness.

- Understand the core principles of visual thinking
- Acquire basic techniques for drawing simple shapes, icons and people
- Learn the effective use of colour and graphic metaphors
- Translate abstract concepts into concrete images
- Walk away with your own inventory of ready-made graphic
- Acquire a dashboard of standard formats for a variety of facilitation processes
- Create illustrative posters and charts for standard meeting visuals like agendas, norms, and group instructions
- Capture "live" meeting results such as lists, brainstorming and action plans in more memorable ways, with powerful titles and meaningful conceptual images
- Put it all together to create templates for different meeting outcomes

