

# Facilitation Skills 101

Facilitation skills are a critical leadership skill. Learn from a successful practitioner about facilitation techniques and tools, and how they can help you facilitate more effective staff, team and community meetings. In this interactive workshop, you will learn helpful tips on organizing and conducting facilitation, and building consensus among meeting participants.



Date: Monday, March 28<sup>th</sup>  
Time: 9:00 – 12:00 pm  
Registration begins at 8:30

Location: City of Saratoga  
Joan Pisani Community Center  
19655 Allendale Avenue

Cost: \$25 for MMANC members  
\$40 for non-members

Registration includes refreshments  
and workshop textbook

Space is limited to 20



Municipal Management Association  
of Northern California

**Register for this event online**  
**[www.mmanc.org](http://www.mmanc.org)**

## About the Speaker - William S. (Bill) Chiat

William Chiat (*pronounced shy-at*) is the Program Manager of the CSAC Institute for Excellence in County Government. Bill has a unique combination of knowledge, skills, abilities...and enthusiasm. He incorporates over 30 years of practical executive leadership experience in state and local governments into organizational management and employee development, mixed with a fluency in governance issues and the challenges of managing today's workforce.

**For more information contact: Tim Kawasaki, Town of Los Gatos, [tkawasaki@losgatosca.gov](mailto:tkawasaki@losgatosca.gov)**