

Announcement & Registration Form - Please Post

Midwest Facilitators' Network

(<http://www.midwest-facilitators.net>)

38th Midwest Facilitators' Conference

Monday, October 31, 2005

Location:

Hamburger University (McDonald's Corporation)

2715 Jorie Boulevard

Oak Brook, Illinois 60523

http://www.mcdonalds.com/corp/career/hamburger_university.html

Conference Agenda

8:00am	Arrival, Registration, Continental Breakfast, Networking
8:15am	Conference Kickoff
SESSION 1 8:30am to 10:30am	"Leadership Skills and the Facilitator" - Gary Rush (M G R Consulting) This discussion focuses on Leadership skills and how these relate to being a facilitator. The session is interactive with half of the session consisting of an exercise on understanding diversity. Participants will explore the questions: What is "leadership"? How is it different from "management"? How does one lead? and How does this tie to facilitation?
10:30am	Break, Networking, etc. (15 minutes)
SESSION 2 10:45am to 12:00pm	"The Online Facilitator: Taking Our Skills to the Web" - Ann Marie Calistro (Educate! Facilitate! Innovate!) More and more groups are accomplishing their meeting objectives via the Internet. As a facilitator, what is it like when your markers and flipcharts are replaced with a mouse, a modem and a headset? This session covers: how to interpret the IAF Facilitator Competencies in the virtual meeting world, using online ground rules effectively, when and when not to meet on the Web, and ideas for keeping participants engaged, even when you don't see them!
12:00pm	Lunch, Networking, Etc. (60 minutes)
SESSION 3 1:00pm to 2:30pm	"Facilitating List Organization / Categorization - Art or Science?" - Paul Collins (Jordan-Webb) Imagine a workshop where participants have generated large lists of ideas. Now comes the question, "What do we do with all these ideas?" The activity of arranging lists into smaller meaningful and usable units has been called many names including list organization, categorization, affinity diagramming, grouping, clustering and may be the toughest collaborative activity for a group to undertake. In this session participants will review several list organization methods and techniques, get hands-on experience in selected methods, inspect the basic components, document perceived pros and cons, review when or when not to organize, and assess some organizational/political issues.
2:30pm	Break, Networking, etc. (30 minutes)
SESSION 4 3:00pm to 5:00pm	"Psychology of Growth for Facilitators" - Bruce Hodes (CMI) During this highly participative session, Bruce will use simulations, lecture and visuals to clarify and amplify the three critical components of the "psychology of growth": Differentiation, Breakthrough Strategic Planning and A High Performance Team. Attendees will be provided with strategies and techniques that can be immediately implemented in the workplace.
5:00pm	Wrap Up, Door Prizes, Adjourn

Registration Information

<p>SPONSOR For This Conference</p>	<p>The Facilities for the 38th Midwest Facilitators' Conference are provided by Hamburger University at McDonald's Corporation, 2715 Jorie Boulevard, Oak Brook, Illinois 60523 http://www.mcd.com</p>	
<p>SPONSOR Nightingale-Conant</p>	<p>Since 1993, Nightingale-Conant (Niles, Illinois) has been a sponsor to MFN, providing the vast majority of door prizes. Nightingale-Conant is the largest producer and distributor of instructional and motivational audio and video tapes for Personal and Business Development, Wealth Building, Sales, Mind Technology, Health & Wellness and Spiritual Growth. N-C provides Coaching Services and has a full-service Speakers' Bureau. Visit their website at: http://www.nightingale.com</p>	
<p>SPONSOR University Associates</p>	<p>Since 1993, University Associates, has been a sponsor and supporter of MFN activities, providing products and a number of high-value door prizes, such as tuition-free seats in their workshops. Visit their website at: http://www.universityassociates.com</p>	
<p>Conference Fee</p>	<p>Conference Fee: Accepting major credit cards: (Visa, MasterCard, American Express, Discover/Novus, Diner's Club)</p> <ul style="list-style-type: none"> • Early Registration Discount (by 10/24) - Full Conference: \$110 - Half Day \$75 • Late Conference Registration (after 10/24) - Full Conference: \$125 - Half Day \$80 • On-Site Conference Registration (10/31) - Full Conference: \$135 - Half Day \$85 • Fee includes Conference, Materials, Breakfast & Lunch • Fee Does NOT include lodging (see suggestions below) <p>Cancellations after 10/24 or no shows may be assessed a cancellation fee</p>	
<p>How to Register</p>	<p>Register early to save \$ and to secure a place in this conference.</p> <p>Online: Link to secure server from: http://www.midwest-facilitators.net/registeronline</p> <p>Phone: (773)-463-2288 - During the recording press the "2" key. Please announce "MFN Conference Registration", your company name, and the name, phone # and payment information for each registrant.</p> <p>Fax: (773)-463-1830 - Fax completed registration form with payment information for each registrant.</p> <p>E-mail: register@midwest-facilitators.net – E-mail completed registration form with payment information and subject: announce "MFN Conference Registration".</p> <p>Snail-mail: Mail completed registration form with payment information to MFN c/o Jordan-Webb, 2656 W Montrose Ave, - Suite 110, Chicago, IL 60618-1559.</p> <p>On-Site: Registration and payment on-site is subject to availability. No guarantee without pre-registration.</p>	
<p>Closest Lodging</p>	<p>Participants are responsible for arranging their own lodging. There are several options available, the first being at The Lodge, on the Campus of Hamburger University.</p> <p>The Lodge: The McDonald's rate is \$122 for Sunday or Monday nite. Availability is on a first-come, first-serve basis. The Lodge is on the Campus of McDonald's Hamburger University (HU). Use of the Health Club is \$7 for Lodge guests. Reservations at The Lodge: (630)-990-5800, 2815 Jorie Blvd, Oak Brook, IL 60521.</p>	
<p>Other Nearby Lodging (Request the McDonald's Rate)</p> <p>Participants are responsible for arranging their own lodging. There are several options available:</p>	<p>The Drake Oak Brook 2301 York Road Oak Brook, IL 60521 (630)-574-5700</p>	<p>Oak Brook Hills 3500 Midwest Road Oak Brook, IL 60522 (630)-850-5555</p>
<p>Meals</p>	<p>Four Points Sheraton 17W350 22nd St. Oakbrook Terrace, IL 60181 (630)-833-3600</p>	<p>Marriott Hotel 1401 W 22nd St Oak Brook, IL 60523 (630)-573-8555</p>
	<p>Hyatt Oak Brook 1909 Spring Road Oak Brook, IL 60521 (630)-573-1234</p>	<p>Holiday Inn Oak Brook/Elmhurst 933 S Rte 83 Elmhurst, IL 60126 (630)-279-0700, (800)-465-4329</p>
<p>Dress Code</p>	<p>Continental breakfast and lunch is included in the Conference fee. Participants with special dietary needs contact: david.dewitt@dsc-logistics.com</p>	
	<p>Business casual</p>	

Travel Information

<p>Travel Suggestions</p>	<p>Hamburger University is approximately 15 miles west of Downtown Chicago in Oak Brook, Illinois.</p> <p>There are some public transportation options available. Car pool! Use your network! Call if you need help. We will help people who can offer a ride or who are in need of a ride to make contact with each other.</p>
<p>(1) From Downtown Chicago</p>	<p>a) Take I-290 (Eisenhower Expressway) westbound to I-88 (East-West Tollway); b) continue westbound on I-88 and take first exit after toll booth (Cermak Road); c) turn right (eastbound) onto Cermak Road to the second traffic light – Jorie Blvd (just under the viaduct); d) turn right onto Jorie Blvd and follow this road to the third traffic light (Kroc Drive); e) turn left at Kroc Drive to the first stop sign and turn left; f) Parking is on the right; The Lodge is the first building on the left and Hamburger University is the second building on the left.</p>
<p>(2) From Chicagoland (south/near north), Indiana, Michigan and points east & south via I-90/94, I-57</p>	<p>a) Take I-90 / I-94 Kennedy Expressway southbound or Dan Ryan northbound Expressway to Downtown Chicago to I-290 westbound (Eisenhower Expressway); b) proceed as (1-a) above.</p> <p>Alternate route bypassing downtown Chicago from Indiana and points east: c) take I-80/94 westbound to I-294 (Tri-State Tollway); d) take I-294 northbound to I-88 (East-West Tollway) westbound and proceed as (1-b) above.</p>
<p>(3) From Chicagoland (north/northwest), Wisconsin, and points north via I-90/94</p>	<p>a) Take I-90 / I-94 Kennedy Expressway northwest-bound or Northwest Tollway southeast-bound towards O'Hare Airport; b) take I-294 (Tri-State Tollway) southbound to I-88 westbound; c) proceed as (1-b) above.</p>
<p>(4) From O'Hare Airport, Chicagoland (north/northwest)</p>	<p>a) Take I-294 (Tri-State Tollway) southbound to I-88 westbound then proceed as in (1-b) above. For public transportation from O'Hare, take Congress Blue Line Train from O'Hare and proceed as in (9) below.</p>
<p>(5) From Midway Airport, Chicagoland (south/southwest), Southern Illinois and points south via I-55</p>	<p>a) Take Cicero Ave (Illinois Route 50) northbound to I-55 (Stevenson Expressway); b) take I-55 southbound to I-294 (Tri-State Tollway); c) take I-294 northbound to I-88 westbound then proceed as in (1-b) above.</p>
<p>(6) From Iowa and points west via I-88 or I-80</p>	<p>Via I-88: a) Take I-88 (East-West Tollway) eastbound to Midwest Road Exit; b) proceed northbound on Midwest Road to Cermak Road; c) then proceed as in (1-c) above.</p> <p>Via I-80: d) Take I-80 eastbound to I-55; e) take I-55 northbound to I-294 (Tri-State Tollway); f) take I-294 northbound to I-88 westbound then proceed as in (5-c) above.</p>
<p>(7) Parking</p>	<p>Parking is on the Hamburger U Campus as in (1-f) above.</p>
<p>(8) Commuting From Chicago</p>	<p>a) Take the CTA Blue Line train westbound towards Forrest Park to the Des Plaines Ave Station (end of the line); b) take the PACE bus #747 to Cermak & McDonald's Drive; c) this places you at the McDonald's Plaza Building (Please refer to the HU map). Inside the building is a guard station, they can direct you to take the McDonald's company shuttle from the Plaza to Hamburger University where this conference is taking place.</p>
<p>(9) Commuting from other suburbs</p>	<p>For public transportation information please contact:</p> <p>Public Transit Information:</p> <p>RTA (312)-836-7000 - http://www.rtachicago.com METRA (312)-322-6777 - http://www.metrarail.com PACE (847)-364-7223 - http://www.pacebus.com CTA (888)-968-7282 - http://www.transitchicago.com AMTRAK (800)-472-7245 - http://www.amtrak.com</p>
<p>(10) Travel By Air</p>	<p>a) Take commercial flights into Chicago's O'Hare or Midway Airports. Rent a car and proceed as in (4) or (5) above.</p> <p>b) From O'Hare Airport, Take the CTA Blue Line train westbound towards Forrest Park, through Downtown, to the Des Plaines Ave Station (end of the line); proceed as (8-b) above.</p> <p>c) From Midway Airport take CTA Orange Line train Downtown to the State & Lake Loop Transfer Station. Walk downstairs to the Blue Line subway and take the westbound Forest Park Train; proceed as (10-b) above.</p>
<p>(11) Travel By Rail</p>	<p>Take Amtrak trains into Chicago's Union Station. Rent a car and proceed as in (1) above; or for public transportation from Union Station, take the CTA Blue Line train westbound towards Forrest Park from the Clinton Street station and proceed as in (8-a) above.</p>

MFN - UPCOMING EVENTS / NOTICES

To suggest a future program or presenter, or to become involved in MFN, contact us using the information below.

Please send your current e-mail address, phone & fax number and address changes so that we can keep you informed about MFN events in a variety of ways. E-mail: pcollins@jordan-webb.net; Fax: (773) 463-1830; Voice: (773) 463-2288.

Sep 26-28, 2005 Center for Collaborative Organizations - 16th Annual International Conference	Center for Collaborative Organizations (University of North Texas), Renaissance Worthington Hotel - Fort Worth, TX, Kathy Belcher, (940)-565-2177, belcher@unt.edu , http://www.workteams.unt.edu
Oct 14-19, 2005 IAP2 Annual Conference	International Association of Public Participation (IAP2) Annual Conference, in Portland, OR, Information: http://www.iap2.org , iap2hq@iap2.org , (800)-644-4273
October 31, 2005 MFN Fall Conference (38th)	Hosted by McDonald's Corporation, Hamburger University, 2715 Jorie Blvd, Oak Brook, Illinois 60523, Leadership Skills and the Facilitator (Gary Rush - M G R Consulting), The Online Facilitator: Taking Our Skills to the Web (Ann Marie Calistro - Educate! Facilitate! Innovate!), Facilitating List Organization / Categorization - Art or Science? (Paul Collins - Jordan-Webb), Psychology of Growth for Facilitators (Bruce Hodes - CMI), http://www.midwest-facilitators.net , info@midwest-facilitators.net , (773)-463-2288
November 2, 2005 MSPC Monthly Meeting	Hosted by Midwest Society of Professional Consultants (MSPC) at the Ramada Plaza, 5615 N Cumberland Ave, Chicago 60631, Program: "The Six Thinking Hats: An innovative Consulting Tool" (By Ann Marie Calistro), www.mspc.org, reservations@mspc.org, (312)-201-0596,
December 7, 2005 MSPC Gala Holiday Celebration	Hosted by Midwest Society of Professional Consultants (MSPC) at the East Bank Club, 500 N Kingsbury St, Chicago 60610, Featuring Entertainment, Dinner, Networking and "An Evening with the Presidents, Da Mayor and Their Friends" with Bill Mellberg and Kent Wehman, www.mspc.org, reservations@mspc.org, (312)-201-0596, MFN Member Discount
January 23, 2006 MFN Winter Conference (39th)	Hosted by Catalyst Ranch in Downtown Chicago, Presenters & Program Details TBA, http://www.midwest-facilitators.net, info@midwest-facilitators.net, (773)-463-2288
May TBA, 2006 MFN Spring Conference (40th)	Hosted by TBA in Chicago Area, Presenters & Program Details TBA, http://www.midwest-facilitators.net, info@midwest-facilitators.net, (773)-463-2288
October TBA, 2006 MFN Fall Conference (41st)	Hosted by TBA in Chicago Area, Presenters & Program Details TBA, http://www.midwest-facilitators.net, info@midwest-facilitators.net, (773)-463-2288

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MFN c/o Jordan-Webb, 2656 West Montrose Ave-Suite 110, Chicago, IL 60618 or Fax: (773) 463-1830 or pcollins@jordan-webb.net

Registration Form - 37th Facilitators' Conference - Midwest Facilitators' Network - 10/31/2005

Name _____

Full Conference Registration: \$ _____
(by 10/24: \$110 - after 5/18: \$125 - on site: \$135)

Company _____

Half-day Conference Registration: \$ _____
(by 10/24: \$75 - after 5/18: \$80 - on site: \$85)

Address & Mail Code _____

Half-day (lunch included) indicate sessions: 1-2 / 3-4 / 2-3

City/State/Zip _____

_____-_____-_____
Visa-MasterCard-American Express-Discover/Novus-Diner's Club CARD NUMBER

Business Phone _____

Home Phone _____

SIGNATURE

EXP. DATE

V CODE

E-mail Address and Website Address

Your Company PO Number for Billing

About the Presentations and the Presenters I

"LEADERSHIP SKILLS and the FACILITATOR" **by Gary Rush (MGR Consulting)** **San Juan, Puerto Rico**

This discussion focuses on Leadership skills and how these relate to being a facilitator. The session is interactive with half of the session being an exercise understanding diversity. The class will explore what is "leadership", how is it different from "management", how do you lead, and how does this tie to facilitation. Topics include:

- What is Leadership? How does it relate to a Facilitator?
- Basic Leadership Skills – basic skills, knowing your people, knowing yourself, and empowering
- Leading Groups – strategic thinking and diversity

Objectives Upon completion, attendees will be able:

- To define "leadership".
- To develop leadership skills.
- To recognize effective leaders.
- Know how leaders and facilitators are similar and how they are different.

Materials Attendees each receive a 24-page write up covering the session.

In 2005, **Gary Rush** founded MGR Consulting to focus on facilitation and consulting services. Previously, Gary R. Rush founded and managed MG Rush Systems from 1985 to 2004. MG Rush Systems was a training and management consulting firm focused on facilitation, facilitator training, and related methodology training. In 1985, Gary created a facilitation technique named FAST. Gary implemented FAST at numerous companies, including some of the largest in the world. Accomplishments for Gary Rush include:

- Gary trained more facilitators than anyone else – over 3000 as of 2003.
- Gary was the leading trainer for structured facilitation.
- Gary's alumni are amongst the most successful facilitators in the world.

FAST is used in over 300 companies and 18 countries. Gary influenced almost 1000 companies because of the consulting firms that he trained who use facilitators with their clients. FAST became more widely used and accepted in corporations than any other facilitation technique.

For more information visit: <http://www.mgrushconsulting.org>

About the Presentations and the Presenters II

"The Online Facilitator: Taking Our Skills to the Web"
by Ann Marie Calistro (Educate! Facilitate! Innovate!)
Western Springs, Illinois

More and more groups are accomplishing their meeting objectives via the Internet. As a facilitator, what is it like when your markers and flipcharts are replaced with a mouse, a modem and a headset? This session covers: how to interpret the IAF Facilitator Competencies in the virtual meeting world, using online ground rules effectively, when and when not to meet on the Web, and ideas for keeping participants engaged, even when you don't see them!

Ann Marie Calistro has been the Managing Principal of *Educate! Facilitate! Innovate!* for six years and specializes in customized training applications and creative meeting facilitation services. Ann Marie facilitates meetings while using a visual language to capture meeting progress. As a certified meeting facilitator, Ann Marie has designed and facilitated meetings with a diverse range of objectives: information gathering/design, mission/vision definitions, strategic planning and creative problem solving. Her style in the meeting forum and the classroom is energizing, very visual and fun. Ann Marie is a Certified Professional Facilitator by the International Association of Facilitators.

"Facilitating List Organization / Categorization - Art or Science?"
by Paul Collins (Jordan-Webb)
Chicago, Illinois

Imagine a workshop where participants have generated large lists of ideas. Generating these ideas may be a significant group accomplishment in itself. However the big question is: "Now that we have all these ideas, what do we do with them?" The activity of arranging lists into smaller meaningful and usable units has been called many names including list organization, categorization, affinity diagramming, grouping, clustering, etc. This may be one of the toughest collaborative activities for a group to undertake. There is high potential for a list organization activity to result in a win/lose - a win because the list will get categorized, but a lose because the expectations of the participants were mismanaged. What's really important is for the facilitator to design a process that accommodates the needs of the project of the group and of the individuals.

The purpose of this session is to:

- review a number of list organization methods and techniques
- get hands-on experience in selected methods
- examine the basic components of list organization
- document perceived pros and cons
- understand when or when not to organize a list and why
- consider organizational/political issues that may apply

Paul Collins became an independent consultant in 1981, forming his firm Jordan-Webb. Since 1989 Paul has provided high performance facilitation and consulting to clients while using new techniques and technologies that support collaborative problem solving, planning, decision-making and knowledge-capture. Paul is active in several professional organizations, including the Midwest Facilitators' Network, Midwest Society of Professional Consultants, International Association of Public Practitioners, National Black MBA Association and International Association of Facilitators. Paul has lectured for Loyola University, the University of Chicago, De Paul University and the University of Wisconsin. Paul's hobbies include ethnic folk dance, traditional square and contra dance, folk festival production, web design, hiking, learning foreign languages and public speaking. Paul is a certified Forté Communications System Facilitator/Coach.

About the Presentations and the Presenters III

Paul's client experience has included: National Aeronautic and Space Administration, GATX Corporation, McDonald's Corporation, Motorola, U.S. Environmental Protection Agency, BP Amoco Corporation, U S Cellular Corporation, the Wisconsin Department of Natural Resources Commonwealth Edison, Loyola University, Chicagoland Chamber of Commerce, Pace Suburban Bus Service, Girl Scouts Promise Group and American Traffic Safety Services Association. Paul's speaking engagements have included: Chicagoland Chamber of Commerce, GSB Roundtable, American Society for Quality, American Society for Metals, Toastmasters International, Tutor/Mentor Leadership Conference, Midwest Facilitators' Network, Midwest Society of Professional Consultants, International Association of Public Practitioners, Finance Leaders Association, International Association of Facilitators and Collaboration 2003.

For more information visit: <http://www.jordan-webb.net>

Three Critical Components to Growing a Consulting/Facilitation Practice by Bruce Hodes (CMI) Oak Park, Illinois

This presentation will examine *the psychology of growth* and will analyze its three critical components:

- Differentiation
- Breakthrough Strategic Planning
- A High Performance Team

During this highly participative session, Bruce will use simulations, lecture and visuals to clarify and amplify these three components. Attendees will be provided with strategies and techniques that can be immediately implemented in the workplace.

For the past twenty years, **Bruce Hodes** has dedicated his professional life to helping companies grow and develop into powerful performance cultures. Bruce has an MBA from Northwestern University and a Masters Degree in Clinical Social Work. As a business consultant and a recovering psychotherapist, Bruce brings a very diverse blend of skills and education to his work with teams, business leaders and executives. He has developed a number of unique and powerful tools to allow business people to improve their ability and perform individually and in groups. Bruce has also developed techniques for small and mid sized companies to conduct business planning and strategy sessions. This has been developed into a methodology called, ***Breakthrough Business Planning***. This methodology can also be useful for departments and corporate divisions.

In 1984, Bruce founded the firm CMI that is dedicated to creating vision in their clients work place, planning and commitment dictate actions, where employees are committed to the desired results rather than to the current circumstances and where out of the ordinary results can be produced continually and routinely. CMI has a practice in the areas of Strategic Planning, High Performance Team Development and Organizational Development. The coaches and facilitators of CMI have worked on projects throughout the United States, as well as, international projects in China, Mexico and Canada. Clients routinely compliment and are impressed at the service orientation and responsiveness they receive from the CMI staff.

For more information visit: <http://www.cmiteamwork.com>