



Unleashing Passion and Purpose
In People and Organizations

Objectives

- Understand the role of effective facilitators
- Prepare effectively for a meeting
- Choose the appropriate techniques to get the meeting off to a great start by creating a safe environment, clarifying roles and responsibilities, using ground rules
- Use key facilitator skills such as: focusing the group, managing the recording process, energizing the group, and managing difficult people and situations
- Demonstrate how to build group consensus

Facilitating Effective Meetings

Facilitated by Penny McDaniel

Purpose: Participants will learn and practice the foundational skills needed to facilitate an effective meeting which engages participants and creates results.

Understand the Facilitators Role

- ◆ The facilitators role
- ◆ Skills of an effective facilitator

Prepare for an Effective Meeting

- ◆ Clarify the meeting's purpose
- ◆ Plan the meeting and prepare the agenda
- ◆ Handle logistics

Create a Collaborative and Engaging Meeting

- ◆ Get off to a great start
- ◆ Create a safe environment
- ◆ Clarify roles and responsibilities
- ◆ Using ground rules to help the group work together effectively

Key Facilitator Skills

- ◆ Focus the group
- ◆ Manage the recording process
- ◆ Energize the group
- ◆ Manage difficult people and situations

Build Consensus

- ◆ The consensus process
- ◆ Information gathering
- ◆ Backup strategies

Facilitation Tools and Techniques that Work

- ◆ The Facilitator's Toolkit, Part 1

Methodology: This is a highly experiential program which combines short lectures, customized case studies, scenarios and exercises.

Length & Size: One day. Suggested class size is 24 or less.

Materials: Customized workbook. Facilitator's Toolkit is an additional fee of \$10.00 per person.