



# Effective Meeting & Facilitation Skills

## Keeping Meetings on Time & on Target



### How You Will Benefit

- ★ Managing events that are stress free and more productive
- ★ Set plans in motion to make every event a success
- ★ Encourage creativity and spark critical thinking
- ★ Mastering the key facilitation skills that apply to all group and meeting situations
- ★ Keep events on track, build consensus, and handle conflict
- ★ Produce positive outcomes by keeping content, process and structure on track

Effective facilitators and leaders know how to bring out the best in individual and team performance. Effective facilitators take charge of work sessions and lead groups toward successfully completing their work objectives. They act as a catalyst, coach, coordinator, referee and more.

In this workshop, participants learn to plan work sessions, create agendas, manage difficult sessions, encourage, 'out of the box', thinking to generate new ideas, reduce frustration, and produce results. Your meeting success will be determined by your facilitation skills.

### What will be Covered

- ★ The facilitator role and responsibilities
- ★ Why facilitation skills are required
- ★ Self-knowledge of 'You' the facilitator
- ★ Facilitator skills, tips, and toolbox
- ★ Differentiating between 'facilitator', 'trainer', and 'presenter'
- ★ Planning a good facilitation process
- ★ Understanding group dynamics
- ★ Dealing with disrupters: preventions and interventions

**Presented by Leader Development Institute**  
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