

Effective Facilitation Skills - Running Meetings Like a Pro (1 day)

Description

So you've been asked to facilitate a meeting. What does that mean exactly? Do you just ensure everyone's introduced, and maybe kick off with a quick ice breaker exercise? Is your main role simply to stand by the flip chart and note down all the ideas? What preparation do you need to do? How do you manage the event, and how exactly do you pull the whole thing together?

Objectives

- After taking this course, you will be well prepared to lead any meeting in front of any type of group no matter the circumstances

Instructional Method

The workshop combines lecture, exercises and group discussion. Exercises will provide students with the opportunity to practice what they have learned in being effective at facilitation.

Audience

The target audience includes any one tasked with running a meeting of any size group. Whether it is your first time or you have tried to run many meetings in the past, this session will teach you how to be the very best at it.

Course Outline

- What is a Facilitator?
- What Does a Facilitator Do?
- Design and Planning
 - Choose and Design the Group Process
 - Facilitator's Toolbox
 - Designing a Realistic Agenda
 - Other Considerations
- Record and Action