

The Effective Facilitator: Maximising Involvement and Results

This course is a must for managers who must facilitate results in meetings, group work or project teams, as well as managers who work as internal consultants.

YOU WILL LEARN

- Conduct meetings efficiently to produce desired results through management of content, process, and structure techniques
- Use the key facilitation skills of observation, diagnosis and intervention
- Diagnose conflict situations and design interventions to minimise negative impact
- Demonstrate listening skills targetted at getting others to talk and participate

COURSE HIGHLIGHTS

1. The Role of the Facilitator
2. Recognise and Apply the Key Facilitation Skills of Observation, Assessment, Diagnosis, and Intervention
3. Use a Dynamics Analysis Tool to Observe Forces that are Out of Your Control, and Plan Interventions to Amend Them
4. Identify the Critical Success Factors for More Productive Group Meetings
5. Develop Strategies to Leverage Your Style and Preferences to Help Maximise Involvement and Results
6. Essential Communication Skills for Effective Facilitation

DURATION

2 days