

Leading Effective Meetings: Facilitation Skills for Leaders

Overview

Learn to plan and facilitate meetings that stay on track and produce results. You'll learn techniques to increase participation and dialogue, generate ideas, get to decisions, and keep meetings on track even in difficult situations. With many on-camera exercises and practice facilitating relevant meeting topics, you'll come away with the skills to organize and facilitate better meetings while building trust and good working relationships within the team.

This workshop is for leaders who want to facilitate more productive, focused meetings.

Options

- 2 day class with 7 participants
- Accelerated 1 day class with 5 participants
- 2-facilitator option for larger groups

Benefits for You

- Increase your comfort and confidence when you facilitate meetings
- Increase your ability to get ideas on the table and decisions made more quickly
- Get specific feedback on how you come across as a facilitator
- Identify and practice specific changes you can make when you facilitate to engage others and drive results

Workshop Content

This workshop includes lecture, discussion, and practice on-camera with individual coaching and immediate viewing for accelerated learning. Participants will practice with their own relevant meeting topics.

Topics covered:

- The facilitator's role, mindset, and challenges
- How to structure an effective meeting with agendas, ground rules, and other tools
- Techniques for facilitating participation and discussion
- How to read the group and respond to keep them engaged
- How to facilitate decision-making and handle divergent perspectives
- The 8 most common issues that take a meeting off track and how to handle them
- Specific tools and techniques for idea generation and prioritizing