

Introduction

Having the ability to control and manage meetings or discussions in a confident manner can save time and have a positive outcome. The consequence of the opposite leaves companies squandering valuable time, resources and money and also leaves the group lacking clarity as to what to do next.

Aims

This 1-day facilitation course is designed to cover the basic ingredients to successful facilitation. This includes defining what facilitation is and what it looks like, the role of the facilitator, structuring a meeting, the tools used to ensure effective facilitation, communication skills, recognising different personality types in a group and having strategies to deal with them effectively.

Benefits – to the individual

Individuals will leave the programme able to:

- Confidently facilitate a meeting
- Structure a meeting
- Understand different communication styles
- Identify problem personalities and deal with them effectively
- Use visualisation to ensure a positive outcome
- Use effective questioning to gain group participation and responsibility

Benefits – to the organisation:

The organisation will directly benefit through:

- Time savings on meetings
- Less stress for the team and individuals
- Effective meeting with action plans that the group own and are responsible for.

Which will lead to:

- Improved team motivation
- SMART action plans
- Increased individual participation leading to an increase in new ideas from the group

Who Should Attend

This programme will benefit individuals that are faced with facilitating meetings or discussions on a weekly basis. Individuals wishing to improve their ability to confidently control manage and guide groups through meetings.

