

MEETING FACILITATION

Meetings have the potential to be an effective tool for team building, information sharing, and planning if they are managed well. Unfortunately, many meetings are ineffective or, in some cases, a waste of time. Meeting facilitation is a skill that can be learned that can boost the productivity of the people you lead.

In this training you will learn how to lead and facilitate better meetings. You will start by learning the different types of meetings and how each produces a specific outcome. Participants will learn how to plan for an effective meeting and maximize the time that is allocated for the meeting. You will walk away with more than a dozen meeting facilitation tips and techniques that you can implement immediately to become a better meeting leader.

PARTICIPANTS WILL LEARN HOW TO:

- Plan the type of meeting necessary for the specific outcome desired
- Plan the meeting agenda to maximize time and energy
- Bring positivity and energy to the meeting participants
- Engage participants into the meeting process
- Get all participants involved and to take ownership of next steps
- Use effective meeting facilitation techniques to increase positive energy and accelerate goal achievement

HOW YOUR ORGANIZATION WILL BENEFIT:

- Reduce time waste
- Increase efficiency
- Build teamwork
- Improve engagement
- Create clarity for planning and action
- Strengthen accountability
- Accelerate goal achievement



COURSE OUTLINE:

1. Character and Meeting Leadership
2. Preparing for Great Meetings
3. Engaging Participants and Team Members
4. Facilitating Discussion
5. Using Resources Effectively