

Effective Facilitation Skills

Prerequisites: There are no prerequisite skills for this course, however, you might be interested in the following related courses: Problem-Solving Skills, Negotiating Skills, Business Presentations, and Business Writing: From Email to Proposals.

Length: One Day

Summary: Effective facilitators know how to take charge of work sessions and lead groups toward successfully completing their work objectives. In this course, you will strategically plan work sessions and create formal agendas, lead groups to generate new ideas through brainstorming events, and help people work through facilitated difficult sessions. You will also further develop your facilitation skills by leading remote work groups and even moderating international sessions.

Course Objective: You will identify methods of effectively facilitating meetings and group work sessions.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Identify methods of planning a facilitated meeting.
- Facilitate different kinds of meetings.
- Facilitate remote sessions.

Course Content

- Manage Remote Sessions
- Facilitate International Sessions

PLANNING THE MEETING

- Clarify the Purpose of the Meeting
- Familiarize Yourself with the Meeting Subject Matter
- Create the Agenda

FACILITATING THE MEETING

- Lead a Session Effectively
- Manage a Brainstorming Session
- Facilitate Difficult Sessions

FACILITATING REMOTE SESSIONS
