

Tools for Flawless Facilitation

Objectives

In this engaging session, you will:

- Define effective facilitation and it’s importance for efficient meetings
- Learn and practice tools for effective facilitation
- Apply methods to a variety of meeting settings
- Discuss and brainstorm challenges to implementation

Tool for Effective Facilitation?

What is facilitation?

- Balance Task and Group Process
- Establish positive meeting climate
- Set an Effective Agenda
- Maintain an interactive climate

Balance Task and Group Process

Task

The What?

The Content

Group Process

The How?

Participant Involvement

Establish Positive Meeting Climate

- Types of Participants
- Objectives with a Hook
- Team Agreements
- Parking Lot

Tools for Flawless Facilitation

Set an Effective Agenda

- What is purpose or goal of the meeting?
- Who is attending? Role and experience.
- Allotted time
- Prioritize Agenda topics
- Use of Parking Lot

Maintain a More Interactive Climate

- Open and Closed Ended Questions
- Provocative Fact or Statistic
- Think Back
- Story Illustration/Analogy
- Audience Involvement activity
- Video/Music
- Pictures/products
- Solution Focused Questions
- Gradients of Agreement

Your Questions
