

# Facilitation and Meeting Skills

½ or 1 day in-house course

Facilitate discussions and plan, organise and run effective meetings.

## Overview of course content

- Make meetings more proactive, productive and effective.
- Structure, format and choose the best type of meeting.
- Powerful facilitation skills, resolving challenges and conflict.

The one day version goes into more detail, and will help to develop highly effective facilitation skills and techniques. This maximises the effectiveness of meetings through planning, delivery and follow up. It concentrates on roles and responsibilities, dealing with challenges, overcoming objections and maximising and keeping to time.

## Key benefits

Identify why so many meetings are unproductive and how to overcome this.

Agree the purpose of your meetings and recognise the value of these to you, your team and organisation.

Learn the art of facilitation in its truest sense, gaining group participation, collaboration and attention.

Shape your meetings so that they are right for your audience and agreed outcomes.



“ *A really useful set of ideas - practical approaches that I can put to use immediately...* ”

## A brief history...

*Many meetings and group sessions can have a demotivational and negative effect on attendees. Whatever your level of experience, it is always worth considering alternative approaches when holding meetings or facilitating team and group sessions.*

## Duration and format

One or half-day in-house course that can be tailored to specific needs.

## Who is this course for?

Anyone who plans and runs meetings at any level, from formal board meetings to informal discussions, who wants to save time, energy and resources and avoid unnecessary conflict. Those who facilitate meetings and discussions of any size, who would like to develop their skills in order to become more effective.

# Facilitation and Meeting Skills

## What's it all about?

It can be very hard to keep the attention of your audience. In today's business environment there can be many distractions and attitudes that make group sessions unpredictable. Having the skills to handle diverse and difficult groups is invaluable, so it's always a good idea to have a 'toolkit' of enhanced techniques that can prepare you for any eventuality.

This programme is delivered by experienced facilitators who will share the secrets of their success and their knowledge. They will ensure that the new skills for your 'toolkit' are practical and useable so that you benefit from increased confidence and impact when facilitating and in meetings.

## What is facilitation?

Good facilitation in business is more important than we often realise. If you are ever involved in group activity then you'll need a good facilitator to get the most out of everyone. Whether in a meeting, or training groups of people, effective facilitation means:

- Motivating groups of people.
- Enrapturing and engaging your audience.
- Leading the discussion.
- Ensuring everyone works together to produce real results.
- Stopping the process being the main barrier.

## Why improve your facilitation and meeting skills?

If you want to get the best out of meetings and create a lasting impression during group interaction, then this is the programme for you to:

- Watch your confidence grow to new levels as you learn the skills to control and manage team activities.
- Effortlessly deal with awkward situations and difficult groups
- Always be prepared for any eventuality and deal with it confidently and with integrity.



*Additional course detail*

## Why do we need effective facilitation?

Facilitation can save time, help generate better ideas and bring a group of people together. Here are some underlying principles and a guide to best practice:

- **Get the best out of all attendees** - just because people are bright it doesn't mean they know how to work well with ideas. A good facilitator can bring everyone together to generate an overall viewpoint.
- **Speed up decision making** - use intuitive thought and don't labour over one point; quality decisions will be made in the quickest possible time.
- **Take people out of their assumed roles** - encourage people to stop hiding behind their roles.
- **Take away the fear of getting it wrong** - give everyone equal respect and create a level playing field to encourage everyone to contribute.
- **Reduce conflict** - if all ideas are treated equally and fairly the potential for conflict is reduced.
- **More enjoyable sessions** - avoiding conflict and getting straight to the point enhances people's enjoyment.
- **Reach a consensus everyone agrees on** - as all attendees have had a chance to air their views, all decisions are mutual and learning is extended.
- **A clear commitment to decisions made** - everyone will feel involved and have input, making them feel more committed to the outcome.
- **Motivation to resolve problems** - by looking at a preferred scenario rather than the problem, attendees will feel more motivated.
- **Ensure everyone is heard** - all views should achieve equal respect.
- **Increase confidence** - by having the right facilitation tools available

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Additional course detail

## Continue and refresh your learning even after the course...

...all attendees on this course receive FREE access to the exclusive 'Facilitation and Meeting Skills' post course learning area of the Illumine website.

### How we do it?

The half-day course will help attendees to learn how to facilitate effectively and plan, execute and follow up meetings:

#### Effective meetings

- Facts - to meet or not to meet?
- Purpose and outcome directed meetings.
- Good and bad meetings.

#### Powerful facilitation

- Dimensions of facilitation.
- Group involvement, participation, resolving challenges and conflict.

#### Structure and format

- Beginning, middle, end.
- Types of meetings.

In addition the one day course will develop highly effective facilitation skills and techniques to maximise the effectiveness of meetings through effective planning, delivery and follow up:

#### Roles and responsibilities

- Chairing a meeting, minute taking/secretariat, facilitating.

#### Dealing with challenges

- Overcoming objections and challenging situations.
- Managing attendees and audiences whilst staying on track.

#### Maximise your time

Failing to plan is planning to fail and not reaching agreeable conclusions.

## Related Courses

RapidConsensus™	Ideal for project managers and others who need to bring together different perspectives and make the most of the collective knowledge of a group.
Think on Your Feet®	Complements this course as it builds the skills of responding when put on the spot by unexpected questions.

## How can I take this programme?

**In-house courses** - suitable for organisations that want to develop teams or groups of individuals from across the organisation. Programmes can be geared towards your organisation or industry sector with relevant activities, examples and case studies.

Discuss your needs with an account manager on +44(0)1753 866633 or email [inhouse@illumine.co.uk](mailto:inhouse@illumine.co.uk).

## About Illumine

Illumine Training provides management and personal skills development, focused on developing *better brains for better business*.

The range of courses and workshops is split into six business critical areas and are delivered through:

**Public Workshops** - 1 and 2 day workshops.

**In-house Courses** - Specifically for teams or groups from within an organisation, tailoring as necessary.

**FIT Sessions** - In-house bite-size (90 minute) learning sessions designed by Illumine to maximise learning in the minimum time possible.

**Other Options** - E-learning, Facilitation, Coaching, Away-days and Speakers.



Management & Personal Skills Development

Learn, Absorb & Understand

Write, Speak & Influence

Creative Thinking & Innovation

Meetings, Facilitation & Coaching

Engagement & Personal Balance

Management & Leadership Essentials

