

## Effective Facilitation Skills (Tier 1)

1 Day

### Description

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.

### Prerequisites

- None

### Objectives

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

#### Planning the Meeting

##### **Clarify the Purpose of the Meeting**

Facilitator  
Project Charter  
Sponsor  
Meeting Lifecycles  
Space Preparations  
Meeting Items  
Clarify the Purpose of the Meeting

##### **Familiarize Yourself with the Meeting Subject Matter**

Advantages of the Outsider  
How to Familiarize Yourself with the Meeting Subject Matter

##### **Create the Agenda**

Action Items  
Agenda  
Consensus  
Follow-up Practices  
Voting  
How to Create an Agenda

#### Facilitating the Meeting

##### **Lead a Session Effectively**

Approaches for Leading a Meeting  
Specialized Roles of Participants  
Ground Rules  
Introductions  
Flow and Pace

#### Milestones

How to Lead a Session Effectively

##### **Managing a Brainstorming Session**

Brainstorming  
Reluctant Participants  
Consistent Focus  
Decision Making Tools  
How to Manage a Brainstorming Session

##### **Facilitate Difficult Sessions**

Difficult Sessions  
Personality Types  
Group Emotions  
Group Tones  
How to Facilitate Difficult Sessions

##### **Facilitating Remote Sessions**

##### **Manage Remote Sessions**

Indirect Communication  
Technology Choices for Remote Sessions  
Shortcomings of Remote Communication  
How to Manage Remote Meetings

##### **Facilitate International Sessions**

Language Barriers  
Cultural Variances in Nonverbal Messages  
Agreeable Responses  
Translators and Interpreters  
Cultural Approaches to Decision Making  
How to Facilitate International Sessions