

Effective Facilitation Skills

Course length: 1 day

Course 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.

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

Target Student: Business professionals.

Prerequisites: Comfort speaking in front of a group, leading others, and working within a team.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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

Lesson 1: Planning the Meeting

Topic 1A: Clarify the Purpose of the Meeting

Topic 1B: Familiarize Yourself with the Meeting Subject Matter

Topic 1C: Create the Agenda

Lesson 2: Facilitating the Meeting

Topic 2A: Lead a Session Effectively

Topic 2B: Manage a Brainstorming Session

Topic 2C: Facilitate Difficult Sessions

Lesson 3: Facilitating Remote Sessions

Topic 3A: Manage Remote Sessions

Topic 3B: Facilitate International Sessions

