



## Facilitation Skills

Are you developing teams, running meetings, leading task forces, managing departments or heading up committees? Many organizations are developing leaders with effective skills in one or more of these areas. We have found that one of the critical competencies for success as a leader is having highly developed facilitation skills. This seminar will help you give groups structure that will enable them to function more effectively and will focus on facilitation behaviors that will encourage opportunities for productive, efficient communication and decision making. This session focuses on a formula for facilitation and the key ingredients for both process and content of group meetings or interaction.

### 6-hour Session:

- The role of a facilitator
- Facilitator tools and behaviors
- Managing meetings
- How to deal with difficult situations
- The facilitation formula
  - Start the team
  - Focus the team
  - Team assignments
  - Follow up

Participants will also learn how to encourage appropriate interaction and will be given tools for reaching true consensus. The tools and behaviors discussed in the session will be practiced through group facilitation and role-plays.

**We offer personal coaching in any of  
our areas of expertise!**

**Call today for more information  
about these exciting programs!**

**800.577.4293**