

Leading & Facilitating High Performance Meetings

Course Objective

Your employees will leave this two-day workshop with immediately-usable skills for facilitating productive meetings that achieve results. They will take away tools and skills to help teams work more efficiently together with less interpersonal or intergroup conflict.

Videotaping will be used to reinforce the learning.

Enrolment: With one IWCC facilitator, we can accommodate a maximum of 6 participants. Alternatively, we can accommodate up to 12 participants with two facilitators.

Who Should Attend

This workshop is designed for people who are either new to the role of facilitator or for those who would like to improve their facilitation skills. It is appropriate for people who facilitate intact work groups, ad-hoc teams or regular business meetings.

What Participants Will Learn

By attending this workshop, your employees will learn to:

- Assess their own skills as a facilitator
- Use effective communication and interpersonal skills when leading a meeting
- Listen actively
- Stimulate discussion and encourage participation
- Record information for the group
- Manage the dynamics of a group for best results
- Manage group conflict constructively to help groups function smoothly and effectively
- Design meeting processes to help the group achieve its goals
- Demonstrate personal leadership skills when leading a group meeting

