



## WORKSHOP AND MEETING SKILLS

# Heading in the right direction

### Facilitating meetings that deliver

Important meetings may achieve their aims more effectively with the aid of a neutral facilitator to manage the process of generating ideas, evaluating options, making decisions and resolving problems. If you are invited to facilitate a crucial meeting, the skills and tools you learn on this course will help you achieve success for the benefit of all present.

### Who is the workshop for?

Anyone who has to facilitate meetings as a neutral participant, i.e. controlling the process, ensuring meeting objectives are met, but not participating in the discussion. Participants may have some or no facilitation experience.

### What can I learn?

- The benefits of using a facilitator to drive a meeting towards its objectives.
- Develop key facilitation skills.
- Get familiar with a range of tools to brainstorm ideas, evaluate options, make decisions and solve problems.
- Find out how to handle difficult situations.
- Practise facilitating a meeting.

### What can I expect?

This is a highly active workshop. All skills and tools used will be demonstrated by the instructor. You will have an opportunity to practise facilitating different parts of a meeting in a safe environment, and to critique your own skills on video.