

Meeting Facilitation Skills

Agenda

9.30	Welcome and opening icebreaker Expectations and groundrules Personal facilitation skills analysis Facilitator roles, key attitudes of the facilitator
10.30	Coffee and stretch
10.45	3 steps to group facilitation – sensing, diagnosing, intervening Managing task and process Being attuned to the group – observing and listening Dealing with talkers, attackers, whisperers, low energy and boredom Practice simulations
12.45	Lunch
13.30	After lunch energizers and stimulating activities Fostering consensus and collaboration Using structured processes for consensus Practice simulations
14.45	Tea and Stretch
15.00	Tools and tips for action planning and meeting efficiency SWOT, Force-Field, TAT (today-action-tomorrow) Learning wrap-up
16.30	Close