



FACILITATION AND MEETING MANAGEMENT SKILLS

Facilitating Positive Change

Half-day (3-4 hours) to Full Day (6 hours)

How would you rate the last meeting you attended? The last meeting you ran? If it wasn't a 9 out of 10, this training is for you. It presents the tools and approaches to engage participants and build accountability. From that base, it provides sound guidelines for fresh approaches to sound meeting management tools. Interactive exercises reinforce the easy to apply techniques for setting agendas, ground rules, and outcomes. You will practice and enhance your facilitation skills.

Objectives

- Apply techniques to engage everyone's participation in your meetings
- Learn quick tips for organizing agendas, evaluating success, and handling disruptions
- Conduct meetings that get the results you need

Content

- Structuring a meeting for the desired outcomes
- Applying guidelines for creating buy-in to ground rules
- Learning the key steps in planning and executing engaging meetings
- Practicing facilitation and presentation techniques
- Building consensus through quality processes

"I have found The Consulting Team and Dr. Manning to be insightful and beneficial to my growth as a chief executive. I highly recommend them in assisting performance improvement through innovative leadership strategies."

- Walter Tibbet, Police Chief, City of Fairfield

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