

“How to Facilitate a Meeting”

Meetings are probably the #1 time waster in your day. A great facilitator can completely turn this around.

In this hands-on, learn-to-do-by-doing, workshop, participants learn and share what makes a great meeting, a great meeting facilitator, and how to become that great facilitator.

This can be presented as a 90 minute overview or a half-day or full-day training session.

In this session you will explore:

1. How does the room set-up affect the outcome of the meeting?
2. How does the size of the group affect the outcome of the meeting?
3. What are the characteristics of really effective meetings?
4. What are the traits of a great facilitator?
5. What are the most effective methods for documenting meeting minutes and action items?
6. What's working and what's NOT working in your meetings?
7. What can a great facilitator do to “fix” what's not working in your meetings?
8. What are the “Big 3 Behaviors” for a facilitator?
9. How to become that great facilitator?
10. How to get usable ongoing feedback from other meeting participants?

Topics covered include:

- Types of meetings
- The PDCA cycle of meetings
- Neutrality: a key facilitator trait
- Preparation keys
- Agenda keys
- Introductions: best methods
- Ground rules – sample
- Eye contact
- The role of enthusiasm
- Achieving the right pace
- Using humor (you don't have to be funny)
- Controlling long-talkers
- Achieving active participation by everyone
- Summarizing and rephrasing
- Keeping the group focused
- Brainstorming techniques
- Winnowing alternatives
- Achieving group consensus
- Decision making techniques
- Making reliable promises
- Using “Plus/Delta” every time
- Strategic planning
- Action planning
- Stand-up check-in meetings
- Focused conversation
- Conflict resolution
- Facilitator checklists

What participants say:

“5 stars” ... “Excellent, very applicable” ... “probably the best seminar all weekend” ...
“really engaging and applicable” ... “Best program I have attended at Spring Training”
... “Dan has a good method of keeping everybody involved”

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