

Meetings are an essential method of dealing effectively with new ideas, crisis, daily operations and negotiating solutions. This workshop will help you become a capable facilitator by learning proven tools and tactics to make your or others' meetings work. This experiential session will help you polish your skills and keep control while creating a receptive, engaging, and energetic atmosphere that focuses all the participants on achieving the goals of the meeting. You will learn to:

- Direct and manage a meeting eliminating obstacles to success
- Facilitate at a powerful level to achieve participation and resolution
- Keep participants involved and productive
- Evaluate the process and inspire participants to follow-up

## Who Will Benefit?

Anyone who facilitates meeting using a non-directive style

## Course Outline

- The key skills and behaviours of an effective facilitator
- Agreeing the role of the facilitator with the participants
- Influencing participants who tend to waste time
- Using the G.R.O.W. model to apply structure and process
- Understanding the impact of communication – verbal techniques to produce predictable results
- Be aware of the impact of non-verbal behaviour
- Developing an assertive non-verbal style
- Levels of intervention any how to insert them
- Identifying any limiting beliefs which may have
- Using the structure of the meeting to keep attendees focused
- Analysing barriers to productive meetings
- Divergent and convergent thinking tools
- The creative process
- Four types of innovation
- Cultivating a productive meeting mind-set
- Supporting the participants to solve their own problems
- Managing hidden agendas and resolving conflicts

## Duration

1 Day

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