

# Facilitating For Results

## OVERVIEW

**Today's organizations use meetings to share ideas, make joint decisions, and plan actions. Issues are often complex, and the pressure to produce results is great. The effectiveness of a meeting depends on the facilitator. This unit provides the skills facilitators need to lead effective, results-oriented meetings.**

## LEARNING OBJECTIVES

- ❖ Describe how using The Basic Principles in meetings creates an environment that fosters productive and efficient meetings.
- ❖ Describe the planning involved in preparing a team for a focused meeting.
- ❖ Successfully start a meeting by reviewing the purpose, desired outcomes, ground rules, and agenda.
- ❖ Apply numerous facilitation techniques to encourage a wide range of views on discussion topics.
- ❖ Describe plans for using the skills from this program when leading meetings.
- ❖ Explain the difference between meeting process and meeting content.
- ❖ Demonstrate how to keep the discussion on track while maintaining an appropriate meeting pace.
- ❖ Demonstrate how to assign action items and make follow-up plans to conclude a meeting.
- ❖ Explain how to evaluate a meeting.
- ❖ Describe how the Key Actions can be used by meeting participants.
- ❖ Demonstrate techniques for handling disruptive behavior.

## KEY ACTIONS

- ❖ Prepare the group for a focused meeting.
- ❖ Encourage diverse points of view.
- ❖ Keep the group focused and moving.
- ❖ Make sure action items are planned.

## AUDIENCE

Supervisors  
Managers  
Individual Contributors

## TYPICAL TIME INVESTMENT

8, 12 or 16 hours



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