

Making Meetings Matter – Facilitating Effectively

At-A-Glance

A **full-day**, activity packed program focused on helping people lead meetings and discussions that are focused, engaging, and productive

Outcomes	<ul style="list-style-type: none">• Overcome the biggest challenges around leading meetings and facilitating discussions—dealing with the “overtalker,” the “undertalker,” and the “disrupter.”• Use and apply 7 facilitation skills: silence, reflecting, questioning, paraphrasing, checking in, stating an observation, and suggesting and leading a process• Handle a challenge calmly and effectively• Create clear agendas that help engage others and get results• Apply 4 decision making tools that help get groups “unstuck” and moving toward solutions• Practice and discuss techniques for running virtual meetings and discussions• Practice leading three discussions and apply skills and strategies to reach group consensus
Target Audience	Anyone who needs to lead meetings, discussions, or groups of people toward a common purpose



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