



guidedinsights

*breakthrough conversations
for bottom-line results*

Facilitation Skills – From Good to Great - Virtual Workshop Series



Instructor-led sessions with experts applying best practices approaches to real-life scenarios

Four 90-min. virtual workshops covering face-to-face, hybrid and virtual meetings



Participation via phone and web conference, both asynch and synch

ABCs of Facilitation Skills

- Making people feel welcome and energized – ice-breakers and intros
- Setting expectations, providing the right context
- Critical success factors of a great facilitator
- Ground rules – FTF and virtual
- Wrapping up, maintaining momentum

Planning and Designing an Engaging Meeting/Workshop

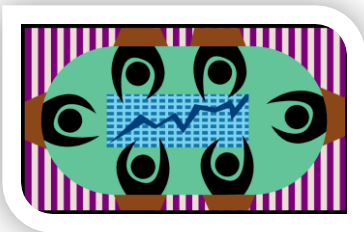
- Best practices design principles
- Blending asynch, synch participation for best results
- Designing for interactivity
- Choosing the best tools for greater participation, less effort
- “Hybrid” meetings
- Making prework compelling
- Reflecting cultures, time zones

Managing Difficult Participants, Situations

- Role-plays and debriefs
- 3-step model for effective interventions
- Balancing participation
- Maintaining focus, clarity
- Handling disruptive participants and sponsors
- Maintaining a safe environment for full

Facilitation for a Purpose – Brainstorming, Consensus-Building, Decision-Making

- Conditions for success
- How and why brainstorming requires a different approach
- Steps to reaching consensus
- Validating buy-in
- Creating a fair, transparent decision-making process
- Adapting tips for FTF, hybrid and virtual settings



Engaging, interactive conversations with small groups of participants – action learning by brainstorming, problem-solving, listening, sharing



Rich reference guide with dozens of practical tips and ideas to put into immediate practice