

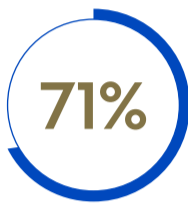


Host meetings and training sessions with confidence

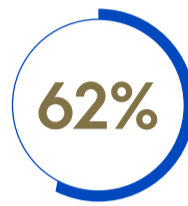
A SUCCESSFUL MEETING NEEDS TO BE WELL ORGANIZED WITH A SENSE OF PURPOSE AND DIRECTION.

To ensure this, it is necessary to have a facilitator take charge of the session. A good facilitator adds immense value to any business or learning setting. A survey of more than 700 workers in the US.

revealed that some of the issues they dislike about work meetings include failure to start on time, discussions going off-topic, and having a single person or few people dominate the meeting.



According to HBR 71% of senior managers they surveyed said meetings are unproductive and inefficient.



62 % of senior managers said meetings miss opportunities to bring the team closer together.

The number of meetings is on the rise, the average professional spends up to a third of their work week in meetings. However, with the right facilitator at the helm, this time spent in meetings doesn't have to be lost time.

A good facilitator is...

- 1 A catalyst to initiate ideas and opinions without being an active contributor in the discussion.
- 2 A conductor of a musical that synchronizes all the players in the group to ensure they stick within the set guidelines while contributing.

What Are The Qualities Of A Good Facilitator?



Ability to stimulate interaction while remaining neutral



Capable of establishing a safe environment that motivates participation



Good listening habits



Ability to structure sessions



Confidence to challenge participants



Uses a proactive approach



Flexibility to adapt to new agendas



Ability to connect with the group



Good time manager



Socially intelligent

How to Master Facilitation Skills: 8 Tips for Success

1. PROBE THE GROUP

Probe the group by asking questions that will give you a general sense of their opinions or impressions towards a topic or point.

3. ENCOURAGE

Encourage the group to participate by redirecting questions or comments.

5. SHIFT THE PERSPECTIVE

Anytime the session feels stuck, try to shift the perspective and look at the problem differently.

7. POSITIVE REINFORCEMENT

Use positive reinforcement to encourage people to speak up and share their ideas.

2. PARAPHRASE

Paraphrase statements to ensure that you are on the same page with the rest of the group.

4. BRIDGE AND REFER

To connect ideas and emphasize earlier discussions, bridge and refer back to what participants contribute.

6. PROMOTE UNDERSTANDING

Promote understanding by summarizing points contributed by the group.

8. BE INCLUSIVE

Be inclusive by looking out for quiet or shy people in the group and encourage them to participate.

Learn more about Facilitation Skills and discover our Online Academy for Facilitators

