

BM-FAME



FACILITATING MEETINGS EFFECTIVELY

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Business Introduction	Management & Soft Skills	VILT & ILT	NA

INTRODUCTION

Effective facilitators know how to take charge of meetings and lead groups toward successfully completing their work objectives. In this course, you will strategically plan meetings and create formal agendas, lead groups to generate new ideas through brainstorming events, and help people work through facilitated difficult sessions. You will also further develop your facilitation skills by leading virtual meetings and even moderating international sessions.

AUDIENCE PROFILE

This course is designed for managers, supervisors, team leaders, or anyone who leads meetings as part of their job and wants to learn how to become a more effective meeting facilitator.

PREREQUISITES

There are no prerequisites for this course.

COURSE OBJECTIVES

Learn the Following Essential Meeting Skills:

- How to Build a Foundation for a Successful Meeting.
- How to Prepare for a Meeting.
- Let's Set the Stage for a Meeting.
- How to Facilitate a Meeting.
- Facilitate a Specialized Meeting.

COURSE CONTENT

Lesson 1: Building a Foundation for Successful Meetings

- Topic A: Identify the Different Types of Meetings.
- Topic B: Identify Attributes of Strong Meeting Leaders.

Lesson 2: Preparing for a Meeting

- Topic A: It is important to Clarify the Purpose of the Meeting.
- Topic B: Identify the Meeting Participants.
- Topic C: Properly Plan the Meeting Logistics Upfront.

- Topic D: How to Create an Agenda that will Flow.

Lesson 3: Setting the Stage for a Meeting

- Topic A: Learn How to Establish a Meeting Climate.
- Topic B: Learn How to Resolve Challenging Situations.

Lesson 4: Facilitating a Meeting

- Topic A: Lead a Meeting
- Topic B: Make Sound Decisions during the Meeting.

- Topic C: Publishing of Meeting Minutes.
- Topic D: How to Close a Meeting.

Lesson 5: Facilitating Specialized Meetings

- Topic A: Learn How to Manage a Brainstorming Session.
- Topic B: Learn How to Manage a Virtual Meeting.
- Topic C: Learn How to Manage an International Meeting. What are the Dynamics?

ASSOCIATED CERTIFICATIONS & EXAM

There is no exam associated with this course.