



## Target Audience:

Individuals who are involved in facilitating meetings or workshops.

## Objectives:

- To agree the role of the facilitator and meeting owner
- To be able to manage the process from agenda to actions
- To be able to apply decision making techniques
- To practice and understand different creativity techniques
- To practice facilitation skills and gain feedback on approach
- To understand how to engage “challenging” individuals
- To manage the group to stop “group think”
- To be able to use different techniques to gain a variety of contributions
- To use preparation and material for upcoming BAM sessions
- To create a personal action plan

## Overview:

An interactive two day programme giving participants the opportunity to understand their strengths and weaknesses when facilitating groups to achieve a positive outcome.

We will clearly define the role of the facilitator and the owner of the meeting.

We will share tips and techniques on how to agree clear outcomes, manage the process, people and content.

We will also share ideas on how to manage “challenging” individuals in meetings.

Individuals will get the opportunity to put into practice the new methods and receive feedback on their approach.

## Pre-Course Work:

Facilitation skills questionnaire

**For 12 – 16 delegates**