

Effective Meeting Facilitation Skills – Course Description

Title:	Effective Meeting Facilitation Skills
Purpose:	To be able to demonstrate how to efficiently plan and deliver a meeting that achieves its intended meeting purpose every time.
Brochure Description:	<p>Spend less times in meetings while improving your ability to achieve the meeting purpose. Great meeting facilitators are a mix between scientist and artist; adept at facilitating excellent communication. Learn the science behind the meeting facilitation process. Better yet, learn when it is best to not hold a meeting at all.</p> <p>This course is designed to give you a facilitation process that allows you to efficiently deliver the meeting purpose. It focuses on preparing, welcoming, conducting, and follow up processes to get results.</p> <ul style="list-style-type: none"> • Prepare – Clearly understand the meeting purpose and roles, build the expected results and the most efficient path to them, and prepare others to be prepared in the meeting • Welcome – Assure that your meeting achieves its purpose by starting our right. • Conduct – Learn how to keep the focus and energy in a meeting and reduce or remove distractions. • Follow Up – Make sure the purpose is met and follow up is assigned and completed as needed. <p>The primary focus will be in the power of preparation for a meeting and efficiently obtaining the meeting purpose by following a step by step preparation process.</p>
Target Audience:	<p>The student will be performing or preparing for the following job activity:</p> <ul style="list-style-type: none"> • Meeting Facilitator – Their main duties will include facilitating meetings needed to make decisions in the project process
Student Job Aids:	<p>The student will be provided with the following job aids and class materials:</p> <ul style="list-style-type: none"> • Reference Guide – A complete reference providing process, roles, and job aids to explain key facilitations tools with examples • Facilitator Skill Facilitation Guide / RACI – A page describing facilitation processes, process steps, and the roles needed for each process. • Agenda Builder Template - A working template used to record key decisions make during the development of a meeting: Purpose Statement, Meeting Process, and Audience Preparation • Agenda Template - A typical meeting agenda that works in concert with the Agenda Builder Template.
Objective:	<p>Following this session students will be able to:</p> <ul style="list-style-type: none"> • Describe meeting facilitation roles • Prepare Process: <ul style="list-style-type: none"> ○ Define a meeting purpose statement ○ Define items and processes to conduct a meeting ○ Determine the audience and prepare them for a meeting • Welcome Process: <ul style="list-style-type: none"> ○ State the meeting purpose ○ Set effective meeting ground rules ○ Ready a team to achieve the meeting purpose • Conduct Process: <ul style="list-style-type: none"> ○ Better manage the meeting ○ Handle meeting dysfunction

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	<ul style="list-style-type: none"> ○ Keep the meeting participants energized ● Follow up Process: <ul style="list-style-type: none"> ○ Close and follow up a meeting to assure the purpose was attained
Benefits:	<p>Employing these new skills will result in:</p> <ul style="list-style-type: none"> ● A higher level of meeting purpose achievement ● Less time spent in meetings ● Better agenda and meeting participant preparation ● Clarity of meeting purpose ● A reduction in meeting conflicts and dysfunctions
Requirements:	<p>Prior to the course, the student should have:</p> <ul style="list-style-type: none"> ● Reviewed the meeting facilitation roles and determine if there are any questions about them ● Choose a meeting that they are currently working on <p>Students should bring to class:</p> <ul style="list-style-type: none"> ● A Prepared Agenda for their meeting
Duration:	1 Day Classroom Training
Outline:	<p>The course outline is as follows:</p> <ul style="list-style-type: none"> ● Overview <ul style="list-style-type: none"> ○ Facilitation Roles ○ Facilitation Process Overview ○ Challenges ● Prepare Process – <ul style="list-style-type: none"> ○ Define Meeting Purpose ○ Define Meeting Process ○ Determine & Prepare Audience ● Welcome Process – <ul style="list-style-type: none"> ○ Open Meeting ○ Align Meeting Participants ○ Establish Ground Rules ● Conduct Process – <ul style="list-style-type: none"> ○ Facilitate Meeting ○ Managing the Group ○ Assign Follow - up ● Follow up Process – <ul style="list-style-type: none"> ○ Close Meeting ○ Publish Meeting Notes ○ Verify Follow – up ○ Confirm Purpose Attainment ● Recap <ul style="list-style-type: none"> ○ Review Challenges ○ Course Feedback
Instructor:	<ul style="list-style-type: none"> ● Mark Swiderski, PMP ● Marlene Dryja, PMP ● Lee Young, PMP