



Advanced Facilitation Skills©

Online programme

The programme is suitable for external facilitators or managers who organise team meetings and would like to develop their facilitation skills.

The solution proposed – Advanced Facilitation Skills©

Advanced Facilitation Skills© is a 1.5-day course dedicated to those who want to develop their abilities to facilitate team meetings. The main themes tackled revolve around common but important challenges facilitators usually face: maintaining the public's level of energy, managing difficult conversations, getting to the gist of the matter, aligning perspectives at a group level, and most importantly, achieving the main goal of the meeting and conducting preliminary interviews with the sponsor and the participants in order to discover what are the difficult subjects for them. Through the different principles, techniques and models discussed during the workshop participants discover efficient and concrete ways of facilitating team meetings, with focus on collaboration and clear communication.

Objectives

- Apply efficient facilitation techniques
- Prepare the meeting together with the team
- Prepare an efficient follow-up
- Investigate and identify the objective of the meeting together with the participants and the sponsor(s)

Agenda

Module 1: Preparing and presenting the meeting to participants

a) Preparing the meeting

- Understanding the purpose of the meeting: who are the key players? What are the main needs? Who is the sponsor?
- Understanding team dynamics and the real needs of the team:
- interviews with the participants
- Re-calibrating the purpose of the meeting together with the sponsor, if necessary
- Setting the milestones of the meeting

b) Presenting the meeting to participants

- Announcing the meeting: influencing/preparing the message
- Discussions with key players: HR and team manager

Module 2: Facilitating the meeting

- The art of hosting a team meeting: general atmosphere, the room's ambient, setting the frame
- Renegotiating with the participants the milestones of the meeting
- Setting the rules
- The observer versus the facilitator role: contributing with caution while encouraging everyone to participate

- Managing digressions: what is/isn't relevant for the purpose of the meeting
- Tools for facilitation (world café, 1-2-free, round-robin, online live group polling)
- Visual facilitation: the visual map of the meeting
- Questioning techniques
- Managing objections
- What we changing starting tomorrow? Group decision making techniques, idea evaluation techniques
- Managing power relationships: how we identify power poles, who we manage their influence during the meeting
- Action plan: Start-Stop-Continue

Module 3: Follow-up

- Follow-up meeting with the team
- Follow-up meeting with the sponsor

Logistic details

Duration: **1.5-day workshop, 9:00 - 17:00, 9:00 - 13:00**

Number of participants: 6-12

This programme can also be delivered online.

Technology:

- Zoom – easy to use, interactive, visual; breaking rooms for group work, chat
- Mentimeter – for brainstorming and polling



Do you have questions about us?
Looking for solutions for your organisation?

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