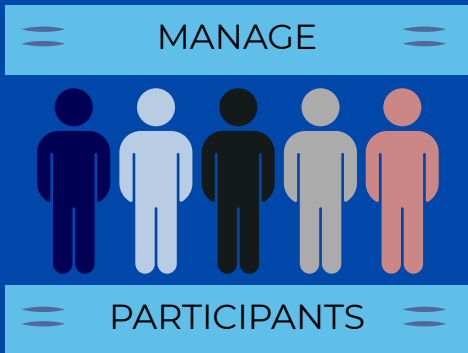


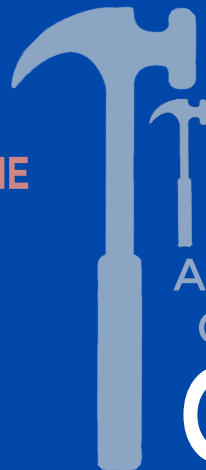
BEST & WORST FACILITATOR PRACTICES



TRY TO BE
THE CENTER
OF ATTENTION



CAREFULLY ASSESS **THE**
NEEDS OF MEMBERS



KNOW HOW
TO USE
A WIDE RANGE
OF PROCESS
TOOLS



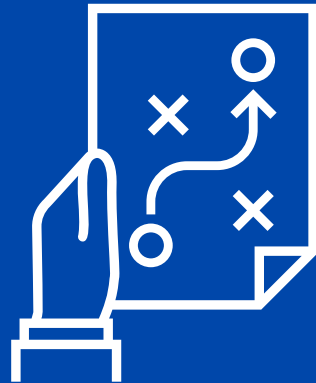
BE OVERLY
PASSIVE
ON PROCESS

FAIL **TO** **LISTEN**

KEY SKILLS FOR FACILITATORS

1 PREPARE

- Client Interview
- Agenda Creation
- Attendees
- Room Set Up
- Materials



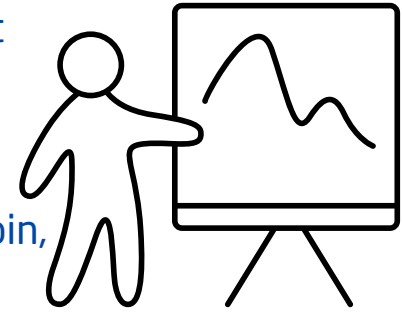
2 MANAGE

- Open and Close
- Parking Lot
- Questions
- Team Work & Dysfunction
- Energy and Engagement

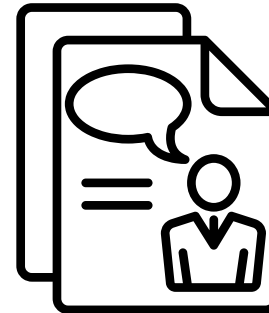


3 DOCUMENT

- Write What They Say (Not What You Hear)
- Confirmation
- Consensus
- Brainstorming, Round Robin, Last Man Standing
- Keeping Track



4 REPORT



- Photos
- Deliverables
- Format and Style
- Tools
- After Action Meeting

Contact us for more information on our facilitation training. We offer 1 and 2 day classes focused on practical, hands on facilitation skills that will turn any meeting into a fun, effective and efficient team effort.

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