

Effective business meeting facilitation

Leading teams to solutions and decisions

Why this is a must

Facilitate discussions and enable teams to find solutions and make decisions.

Who benefits

Employees, executives and project leaders who work with their teams on feasible solutions and want to learn how to be even better meeting facilitators.

You will be in full control of any meeting.



Training course contents

- The three skills of strategic business meeting facilitation:
- Giving it structure – leading teams – getting results
- Efficient planning and preparation of your meeting facilitator role
- Promoting interaction with communication techniques, establishing your facilitator role within the working team, guiding group dynamics
- Presenting instructions, procedures and information in a manner that is easy to understand and also memorable
- Using business meeting methods to activate and analyse, to promote creativity, solve problems and reach decisions
- Planning the meeting with a clear agenda and responsibilities
- Securing the final results

Training methods

- Working on individual professional issues
- 100% learning by doing – involving participants in all the steps to becoming successful facilitators
- Practising the use of practical tools
- Realistic simulation of strategic processes of facilitation
- Constructive, intensive feedback and challenging participants according to their individual needs
- Up to six video-taped facilitation sequences for each participant
- Video analysis plus a personal SD card to document participants' progress
- Face-to-face counselling with the trainer to cover particularly difficult issues (optional)

For individuals

Would you like to participate in a public training? Please contact us:

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For Teams

In-house seminars are the best value for groups of 5 or more.



a confidential environment



tailor-made solutions



learning partnerships



teambuilding effects



your ideal date & location



real individualisation