

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.

You will be in full control of any meeting.

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.



Training course content

- 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)

Keyfacts

2 days of intensive training with up to

ten participants

Day 1: 9:00 – 19:30

Day 2: 8:30 – 17:00

For Individuals

You can find our public dates for the training on our website: www.hps-training.com/trainings

For Teams

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



a confidential environment



learning partnerships



your ideal date & location



tailor-made solutions



teambuilding effects



real individualisation



Do you have questions?

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