

Professional Development

First Class Facilitation - 2 Days

Course Code: PD202

An instructor-led classroom workshop that includes mini-lectures, assessments, discussions, case studies, and interactive exercises designed to improve the quality, delivery, and impact of participant's meeting management and facilitation skills. The six-step First-Class Facilitation and the Successful Meetings model form the basis for this workshop.

Learning Objectives

- Improve expertise in meeting management and facilitation through practice
- Use Rational Tools to resolve problems or situations
- Increase listeners' perceptions of the facilitator's credibility by understanding target audiences and preparing event agendas with a focus on the needs and concerns of each audience
- Realistically assess the impact of one's communication efforts on other people employing observation, diagnosis and intervention as required
- Plan how to reinforce learning

Topics & Content

- Characteristics of a good meeting manager and facilitator
- The First Class Facilitation model
- Successful meetings model
- Communication strategies to enhance participant effectiveness in all facilitation responsibilities
- Rational Tools to manage specific meeting types, build consensus and make decisions
- Receive feedback on performance

Course Information

Duration

2 days

Audience

This course is ideal for all personnel in the private or public workforce at any level whose responsibilities include meeting management and facilitation.

Accreditations

PMI: 14 PDUs

NASBA: 16 CPEs

Nursing: 14 CEUs

OPM: 14 CLPs

OPM Competency: Communications



“Sharing of ideas was beneficial. Fun way to learn how to manage meetings. Very informative.”