

## CONDUCTING MEETINGS AND DISCUSSIONS

Facilitation is one of the critical elements of leadership - the ability to lead others, keep discussion on track and achieve outcomes. This one-day workshop will provide you with some practical tools, knowledge and hands-on experience facilitating meetings and discussions in your workplace. Effectively facilitating teams and groups is a highly desirable skill set you can learn and apply.

### Content

- Planning for meetings, discussions and workshops.
- Facilitating groups.
- Tips for gaining participation.
- Effective communication.
- Using questions to guide group discussions.
- Handling difficult situations.
- Finishing a meeting or discussion.
- Tools and tips for successfully facilitating meetings at work.

### Outcomes

- Use collaborative approaches to effectively facilitate meetings and discussions.
- Identify barriers to group development and cohesiveness.
- Effective communication and group decision making.
- Asking questions skillfully.
- Skills for 'unsticking' groups.
- Handling tricky situations and dealing with conflict.

### Who Should Attend

Team leaders and Managers who facilitate meetings, team discussions or workshops.

### Benefits to You and Your Organisation

- Improved and effective meetings and discussions.
- Gain hands on experience facilitating meetings and discussions.

### Competency Framework

Middle Manager Core  
(AS04-AS06)

### Facilitator

The Centre for People  
Development

### Contact

[enquiries@sa.ipaa.org.au](mailto:enquiries@sa.ipaa.org.au)  
08 8212 7555

### Duration

1 full day  
9:00am-4:30pm  
8:45am registration

### Dates & Bookings

[Please refer here](#)

### Location

Level 6, 12 Pirie Street  
Adelaide SA 5000

### Inclusions

Workbook, morning tea, lunch  
and refreshments

### Costs

Professional Members \$460  
State Gov Members \$495  
Corporate Members \$505  
Non-Member \$575

This course is available as part of the Middle Manager Development series. Participants registering for the full series will receive a 10% discount.