

Conducting Meetings and Discussions

Overview

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?

- People facilitating meetings, team discussions or workshops
- Managers and experienced leaders who want to hone their facilitation skills
- Team leaders who have been a team member and are now the team leader

Benefits to you

- This one-day workshop will give you some practical tools and hands-on experience facilitating meetings and discussions
- Tips and techniques provided by highly sought after and experienced facilitators
- Practical approach with on the job practice

Benefits to your organisation

- Improved skills and confidence of leaders and staff
- Improved and effective meetings and discussions

Theme	
Competency Framework Level	Middle Manager Core (ASO4 - ASO6)
Duration	1 full day 9:00am – 4:30 Pm (8:45am registration)
Inclusions	Comprehensive workbook, morning tea, lunch, afternoon tea and refreshments
Facilitator	The Centre for People Development
Location	Level 6, 12 Pirie Street, Adelaide
Price	Professional Member \$460
	State Government Employee \$495
	Corporate Member \$505
	Non-member \$575

2018 Dates

Please Refer here

