

NEW



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

Centre for People
Development

Register

www.sa.ipaa.org.au
enquiries@sa.ipaa.org.au
08 8212 7555

Duration

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

Dates & Bookings

See IPAA SA website

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 part of the Middle Manager Development series. Register for the full series and receive a 15% discount.