

# Facilitating Effective Meetings

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## Course Description:

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Developing great facilitation skills is essential when developing credibility and influence. The percentage of people who can really deliver an effective and well-facilitated meeting is quite small in most organizations. If you want to stand out and influence with credibility when facilitating a meeting, then learning the skills for engaging facilitation is a necessary tool for your professional toolbox. This course will help you guide discussions, manage group dynamics, and effectively achieve meeting objectives during in-person meetings.

## Course Objectives:

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After completing this course, participants will be equipped with the knowledge and skills necessary to facilitate effective in-person meetings. They will learn techniques for preparing meeting agendas, setting clear objectives, and managing time effectively.

In this course, participants will:

- Learn how to effectively manage meetings.
- Learn how to increase participant engagement.
- Build connections through amplified communication.
- Create synergy and buy-in.
- Learn how to read and adapt to your audience.
- Develop the skills of influence.
- Learn how to present "Change" that people will embrace.
- Develop the skill to keep your meetings on track.
- Lead, coach, and support team members.
- Learn what makes meeting participants lean in.

