

## Effective Facilitation: *manage workshops and meetings*

A successful meeting depends on good facilitation. A good facilitator has many skills, including organization, time management, and the ability to steer a group toward a clearly defined goal.

**If you are new to facilitation or wish to add to your skill set, this course will teach you how to:**

- Plan a meeting
- Open and close a meeting with confidence and clarity
- Establish gravitas as a facilitator through body language and voice
- Deal with challenging behaviours and situations that arise in meetings
- Keep attendees engaged with interactive tools and techniques

This is a fun and interactive 2-day workshop. There will be many activities and opportunities to practise key facilitation skills. It will finish with a role play meeting in which participants can practise what they have learned in real-life cases.