

EFFECTIVE FACILITATION SKILLS

~Utilize meetings to encourage active contributions from team members, fostering the achievement of team goals and overall organizational success.~

- ◆ Do you know methods to organize an effective meeting that saves time while still achieving its objectives?
- ◆ Are there techniques to keep members engaged and encourage their active and positive contribution in meetings?
- ◆ How can you successfully integrate diverse perspectives in a meeting and achieve optimal solutions that receive agreement from all members?
- ◆ How can you effectively monitor and ensure that team members carry out assigned tasks correctly as discussed during meetings?

The course will provide you with necessary tools and skills to overcome these challenges and become a proficient meeting facilitator.

CONTENT

Part 1: Overview of Meetings Facilitation

- ◆ Identifying effective vs. ineffective meetings
- ◆ Importance of effective meetings
- ◆ 3 stages of a meeting: Pre-Meeting, In-Meeting, Post-Meeting
- ◆ Common reasons for ineffectiveness at each stage of a meeting
- ◆ Key factors for an effective meeting

Part 2: Effective Meeting Process

2.1. Meeting preparation

- ◆ Mindset – Skillset – Toolset (MST) for successful meeting planning and execution
- ◆ Preparation tasks: clarifying the objectives; participants, agenda, checklist, and form (online & offline) of the meeting

2.2. Meeting facilitation

- ◆ Effective meeting process using REPA model (Relate, Explore, Propose, Agree)
- ◆ Do's and Don'ts in the REPA model
- ◆ Fixing bad habits and handling difficult situations in meetings
- ◆ Feedback skills in meetings
- ◆ Performing your roles appropriately and effectively during the meeting

2.3. Meeting conclusion

- ◆ Writing meeting minutes
- ◆ Sending meeting minutes and follow-up

Part 3: Summary and Action Plan

※The above content is subject to change without prior notices



OBJECTIVES



- ➔ Understand the importance of effective meeting organization and facilitation.
- ➔ Know how to plan, prepare, and conduct an effective meeting
- ➔ Master the principles, tools, and processes for effective meeting organization and facilitation
- ➔ Control and resolve common issues that arise in meetings to achieve shared goals

TARGET



- ☐ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

METHOD



30% theory, 70% practice through group discussions, presentations, case studies, role-playing, games, etc.



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