

Facilitating and chairing meetings

Aim

Getting the best out of groups and teams

What's it all about?

Many people hate meetings because they are a waste of time, effort and energy. But it doesn't have to be like that. There are some simple tools and techniques that can make meetings productive and energizing. Understanding how to make this happen is the foundation of this interactive and practical session. Participants will learn how to deliver a balanced and well-structured session so that everyone gets the most out of their time – and wants to come back for more.

Why iOpener?

Managing and facilitating meetings is the core of our business, so it's something we devote a lot of time and attention to. We know how to generate energy when it's needed and focus when it's not. Our deep and broad experience means that iOpener facilitators are skilled at staying inside a process yet being aware of what's happening too. Which means that when things take a different turn they get addressed nevertheless. That's what we excel at.

How?

This session is highly practical and participants will spend most of their time working with and using the tools and techniques they learn. Everyone will be expected to facilitate or chair a mini-session which they will prepare and lead from start to finish. That means arriving with challenges and dilemmas that are valuable to work on. These sessions will be videoed and all participants will receive both group and one-to-one feedback.

Participants

This workshop can be modified for groups of between 4-6 people depending on clients' needs.

Outcomes:

Participants will:

- Understand what facilitating is and isn't
- Learn how to manage a process that delivers group results
- Recognize how group dynamics affect input and outcomes
- Learn how to balance support and challenge
- Practice some results-oriented facilitation techniques
- Handle tricky situations to move them on

Participants cover:

- Understanding the difference between leading, chairing, and facilitating a meeting
- Contracting with a group: why, what and how
- Working with group dynamics and recognising what's happening in a room
- Leading a discussion: setting boundaries and parameters
- Guiding, supporting and challenging: what a facilitator or chair owns and what they don't
- Working with useful facilitation tools
- Managing a process and what to watch for
- Pushing for outcomes and using thoughts and feelings to guide you
- Dealing with difficult situations and managing them constructively

Target group

Any leader who wants to learn to work more productively with groups

Duration

1-2 days depending on outcomes and group size.