

# MASTERING FACILITATION SKILLS FOR EFFECTIVE MEETINGS AND WORKSHOPS

## Why Should you go on this Course?

Do you often find yourself stuck in endless meetings that seem pointless? Not only do they waste valuable time and money, but they can also diminish employee morale and productivity.

A skilled facilitator can breathe new life into meetings and workshops, transforming them from mundane and unproductive to engaging and results-driven.

This interactive, hands-on workshop equips you with practical facilitation skills you can apply immediately. You'll learn how to:

- Plan, structure, and lead effective meetings and workshops,
- Ensure everyone participates, and
- Achieve better outcomes.

You'll leave with a facilitation toolkit full of techniques to handle group dynamics, boost engagement, and create more inclusive, participative discussions.



## What will you Learn?

By the end of this course, you'll be able to:

- **Understand** the role and responsibilities of a facilitator and assess your strengths and areas for growth
- **Design and prepare** engaging formats for a meetings or workshops
- **Encourage participation** using practical strategies that increase engagement
- **Handle group dynamics** effectively including challenging situations and different personalities

## Who is this course for?

This course is perfect for anyone who wants to run better meetings and workshops, whether you're new to facilitation or looking to sharpen your skills.

- Leaders & managers who want to help their teams collaborate more effectively.
- Scrum Masters, Agile Coaches & Product Owners facilitating Scrum events and Agile workshops.
- Team members who want to build confidence in facilitation and get more involved.

No prior experience is required - just a desire to learn and improve!



## Here's what to expect:

- **Duration:** 7.5 hours, including lunch and two 15 minute breaks
- **Delivery Options:** Available in person or online via Zoom or MS Teams, with Miro for collaboration
- **Group Work:** You'll apply the concepts in small groups, ensuring you get real-world practice
- **Materials:** Receive PDFs of the course slides and handouts.
- **Follow-Up Support:** Optional group coaching sessions to help you implement what you've learned
- **Maximum attendees:** 12 participants to ensure a rich, interactive experience

This is a highly engaging, interactive training course designed for active participation. Join us in person or remotely, to learn new concepts with your [experienced trainers](#), collaborate with other attendees and get hands-on practice with the techniques.

## Next Steps:

Ready to get started? To receive a free, no-obligation quote or discuss available dates [contact us](#), today.

