

100% Effective

0800 066 3749

[www.100pceffective.com](http://www.100pceffective.com)

# Online Facilitation and Effective Meetings Training Course

Quality - Support - Innovation

Unproductive meetings and workshops regularly waste employee time and energy, resulting in significant financial cost to a business.

Our Facilitation and Effective Meetings course will equip you with the skills to run engaging meetings that get results. You will learn how to plan facilitation sessions, inspire your team and manage group dynamics. You will become confident in your ability to structure and run effective meetings that serve a real purpose.

This course is quick to complete and you will have one month's

access, which should give you plenty of time to review the material as often as you want. It is fully interactive, optimised for desktops, laptops and tablets, and also includes offline exercises so you won't feel tied to your desk. It has a British English voiceover and comes with unlimited, lifetime email and phone support.

On successful completion of the course you can apply to be accredited as a 100% Effective facilitator by demonstrating that you have run a number of successfully facilitated sessions.

100% Effective's online Facilitation and Effective Meetings training has a high customer satisfaction rating, with an average score of 4.7 stars out of 5.



## At A Glance



Fully optimised



One month's access



Unlimited, lifetime support



One CPD point

# Benefits

Your facilitation training will enable you to not only save time and money, but get the most out of any team. Your meetings and workshops will become positive environments that have the potential to generate real change.

Following this course you will:

- Have practical experience using key facilitation tools
- Understand the dynamics of meetings and workshops
- Develop your own personal style of facilitation for the greatest impact
- Know how to structure and run successful meetings
- Understand how to manage and generate positive relationships
- Know how to engage, encourage and gain commitment from people

On successful completion of the Facilitation and Effective Meetings course you can apply to become an accredited facilitator.

## Course Content

In this short course we provide you with the knowledge and skill set to run effective meetings and workshops.

Your training will cover:

- What facilitation is and what makes it effective
- Setting up for success; creating and managing expectations
- Planning and structuring a facilitation session
- How to give effective feedback
- The skills needed to be a successful facilitator
- Understanding group dynamics and how to facilitate each phase
- How to handle emotion, confrontation and limiting behaviours and attitudes
- How to be the catalyst in the meeting and generate energy, enthusiasm and drive
- The vital tools needed by any facilitator to:
  - Generate creative ideas
  - Solve problems
  - Make decisions
  - Build rapport
  - Listen well and ask the right questions
- How to facilitate complex issues
- Influencing: your impact on others and how to use this to your advantage
- Personal development planning
- Evaluation and accreditation

# Is it for me?

This course is ideal for anyone who runs meetings and workshops, those looking to get the most out of their team, and individuals looking to improve their

confidence, creativity and develop their presentation skills

There are no prerequisites for taking this training course.



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