

# SIMPLY FACILITATING

## 2 DAYS - 8 PARTICIPANTS



"Even the simplest communication can unexpectedly become complex!"  
- Ingrid Bens, author "Advanced Facilitation Strategies -

### Overview and Process

'Simply Facilitating' helps you to prepare efficiently for meetings; feel in control; and maximise results while enhancing the image of your firm or department.

With 1 day of exercises devoted to preparation and a second day of practice and feedback, 'Simply Facilitating' makes engaging, focused meetings a reality. The result is improved communication and productivity through meetings that are on time, on topic and focused.

Some of the issues covered include:

<b>Prepare</b>	Effective preparation of the objective, agenda and briefings, will make or break the meeting.
<b>Build Early Rapport</b>	F2F's 'SMARRT-start' ensures openness, trust, context and purpose from the outset of the meeting.
<b>Encourage Participation</b>	Firmness and safety are key for effective audience involvement.
<b>Vary Delivery</b>	Varying your tone and style will help to broaden the discussion, or focus the meeting on specific actions, as required.
<b>Manage It Live</b>	And finally the fun stuff! Being equipped to keep the focus; manage the time; encourage quieter participants; and manage the stronger ones.

"A practical training course that gave me new skills I can use immediately, both in 1-on-1 & group meetings. The skills learnt will enable me to create the right environment to reach the desired end result.

Knowing I'm fully prepared in advance of the meeting gives me enormous confidence that my future sessions will be enjoyable and more importantly, results driven."

HR Manager,  
International FMCG  
company

"I found the techniques on managing/dealing with different types of people and 'problem children' in particular, especially interesting."

Brand Mgr,  
International Sports  
firm

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### Outcomes

'Simply Facilitating' helps you:

- Reduce preparation time and pre-conference/meeting nerves
- Feel more comfortable, confident and in control
- Ensure the audience is engaged and has a productive and enjoyable experience
- *Ensure clear, relevant, actionable take-out messages that delivers results*

"Very important Training to help me be more effective and efficient. I'll make the time back from the two days invested in no time!"

Policy officer, Victorian Govt Dept