ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



COMMUNICATION AND INTERPERSONAL SKILLS

Facilitating Meetings and Workshops

Plan and facilitate meetings and workshops that keep groups focused and get results.

WHO IT'S FOR

Anyone who runs meetings, workshops or group sessions that need outcomes.

DURATION

1 day, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a session with clear outcomes, agenda and process
- Choose techniques that suit the group and the purpose
- Encourage full participation and draw out quieter voices
- Manage discussion, differing views and difficult dynamics
- Stay neutral and keep the group focused and on time
- Guide the group to agreements, decisions and clear actions

ABOUT THIS PROGRAM

Our facilitation training is for anyone who has watched a meeting run over time while two people dominate, or a workshop fill a wall with sticky notes that nobody acts on. Participants learn to plan a session around clear outcomes, choose techniques that suit the group, draw out every voice, manage disagreement and difficult dynamics, and guide the group to decisions and actions. They practise facilitating real sessions, so they leave ready to run the next one with confidence.

Tailored to your organisation

We build in the meetings and workshops your people actually run, from team meetings to strategy days and stakeholder consultations, and pitch the group facilitation training to their experience.

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Justine was absolutely lovely! The training was fun and informative and I feel like I learnt a lot!

Royal Victorian Eye and Ear Hospital – Victoria

Talk to us about this program

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Enquire online