

Facilitation Skills for Effective Meetings and Group Decisions



Effective facilitation is a critical capability in today's collaborative organizations. When meetings are well facilitated, they become focused, inclusive, and productive—leading to better decisions and stronger engagement. This workshop helps participants understand the role of facilitation as a leadership skill that creates clarity, encourages participation, and guides groups toward meaningful outcomes.

Participants learn practical facilitation techniques to plan and lead small group discussions and meetings with confidence. The workshop focuses on creating a respectful, comfortable environment, managing group dynamics, and guiding conversations at an appropriate pace. By developing facilitation skills, participants strengthen their ability to support fair decision-making, keep groups focused, and improve the overall effectiveness of meetings and collaborative efforts.

Workshop Objectives:

- Understand facilitation as a leadership capability that supports collaboration and sound decision-making.
- Differentiate facilitation from directing or managing discussions to guide groups more effectively.
- Create a safe, inclusive environment that encourages participation and diverse perspectives.
- Plan and structure meetings to achieve clear objectives and outcomes.
- Manage group dynamics and participation to keep discussions productive and balanced.
- Guide conversations and control meeting pace to maintain focus and momentum.
- Apply facilitation tools and techniques to support fair, efficient group decisions.
- Improve meeting effectiveness and outcomes across teams and organizations.



Course Outline:

Module One: Getting Started
Module Two: Understanding Facilitation
Module Three: Process vs. Content
Module Four: Laying the Groundwork
Module Five: Model of Team Development
Module Six: Building Consensus

Module Seven: Reaching a Decision Point
Module Eight: Dealing with Difficult People
Module Nine: Addressing Group Dysfunction
Module Ten: About Intervention
Module Eleven: Intervention Techniques
Module Twelve: Wrapping Up