

Webinar on

Meeting Facilitation Skills For Managers

Learning Objectives

- ☐ *Be able to overcome resistance and build buy-in to goals and objectives*
- ☐ *Discover how facilitation skills foster teamwork and build morale*
- ☐ *Gain a clear definition of the role of a facilitator in meetings*
- ☐ *Learn how to use core facilitation tools and techniques*
- ☐ *Review the requirements for a successful meeting*
- ☐ *Develop skills to handle conflict in the meeting*



From this webinar you'll learn not only to manage the logistics of the meeting but how to facilitate opinions, surface the truth about issues, and bring opposing viewpoints together for solid decisions.

PRESENTED BY:

Karla Brandau is a leading authority on time management and team productivity in the workplace. With over 25 years of teaching and coaching time management and over 15 years of specializing in Microsoft Outlook training. She is the author of "101 Time Management Tips for Busy Professionals," writes a monthly informational newsletter, maintains a blog, and has authored many articles for digital information sites and magazines.



On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

Most people consider meetings the bane of their existence – pulling them away from meaningful work. They make sure they have their phone to check email, texts, Facebook, Instagram, LinkedIn or even shipping dates on Amazon.

This webinar helps you facilitate meetings that matter. With this instruction, you will avoid meetings can are considered a total waste of time. Your meetings will have a clear purpose not, “We’re having a meeting because we always meet on Monday morning.” They will be properly planned and executed with purpose and energy, focused on needs, objectives, and solutions.

You’ll learn not only to manage the logistics of the meeting but how to facilitate opinions, surface the truth about issues, and bring opposing viewpoints together for solid decisions. Plus, you’ll get tips facilitation tips for starting the meeting, assigning roles, handling sticky situations when personalities begin pushing personal agendas or trying to dominate the conversation.

If you are serious about getting results every time you hold a meeting, this is a “must attend” webinar. You’ll produce an effective meeting that is not one minute longer than it needs to be, releasing attendees to get back to critical task production and fulfilling assignments made in the meeting.



Topic Background

Meetings present a dichotomy: they are essential to group work yet many attendees rate them as ineffective and a waste of. Attend this webinar and never get a low score on your meeting again.

We will discuss how to:

Get all meeting attendees to participate

Have meeting participants prepared to present

Start and end on time

Produce meetings attendees find effective

After attending this live webinar you will be able to:

Determine the What and WHY for any proposed meeting

Write an agenda that captures the needs of the group

Handle all the logistics for the meeting

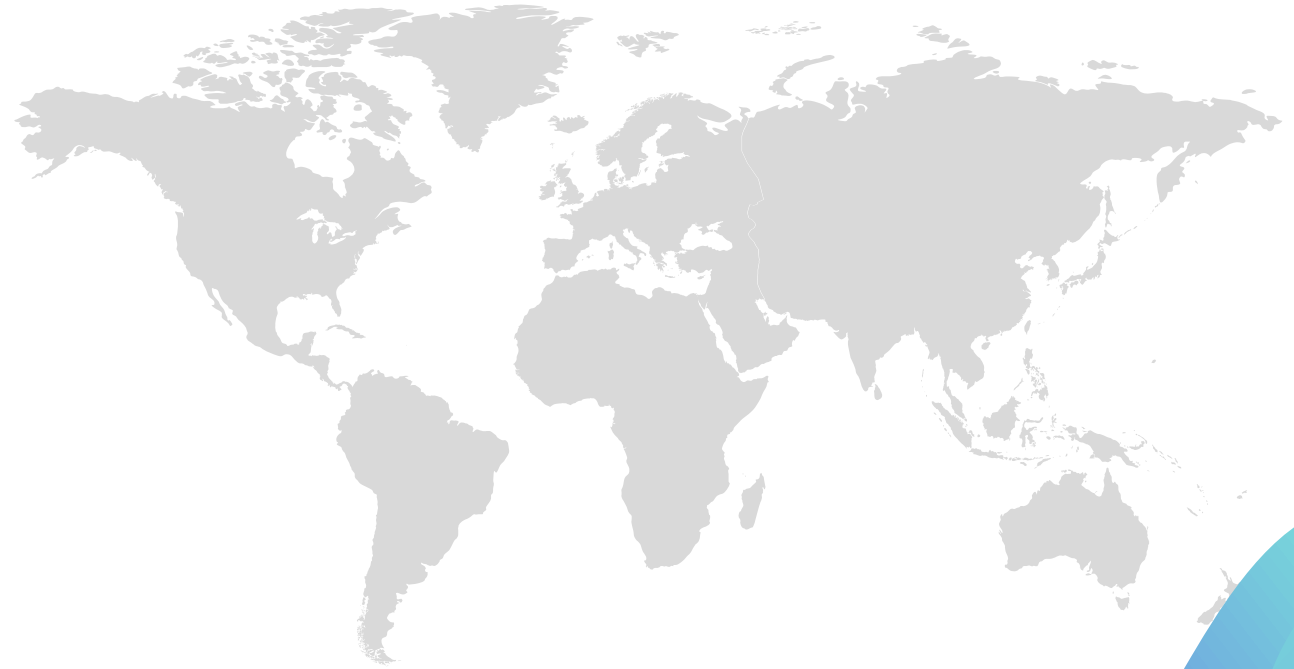
Conduct a productive meeting

Improve the process of how the meeting flows

Ensure results at the end of the meeting

Make a plan for the follow up on assignments

Close the meeting effectively



To register please visit:

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