

Facilitating Group Collaboration

Did you know that many judge your effectiveness and leadership skills by how well you run your meetings? The key to a successful group session is **having an effective facilitator** who can organize the meeting, control it and skillfully guide the team towards achieving their goal for the session. You may think **'We already know how to facilitate group sessions'** but you will be surprised at the statistics and costs of how many meetings we all attend yet **how little of them are actually effective** in terms of reaching their goal!

The goal of this course is to teach you the **most effective facilitation techniques** that will ensure your group sessions are **focused and produce value**. You will learn creative activities you can use to look like a pro in any meeting! This course is **unique** and uses **extensive workshops** and **live demos** to teach the key skills needed.

Bonus Handouts!

- ❖ [Effective Facilitator Cheat Sheet](#)
- ❖ Facilitation Activity Cards
- ❖ Facilitator's Guide Colored Handouts
- ❖ Top 10 Steps for Effective Meetings
- ❖ Non Verbal Handout

Evaluations and Detail Outline Below

Actual Course Evaluations

This is one of the best and most usable courses I have had.

Testimonial (If you really enjoyed this course and have an extra minute, please write us a short testimonial.).

I could not recommend this course highly enough. The key to success is the effective use of time and these techniques show respect for your attendees as well as yourself by teaching ways to use everyone's time ~~efficiently~~ efficiently.

Testimonial (If you really enjoyed this course and have an extra minute, please write us a short testimonial.).

This is one of the best, most organized courses I have taken. While the amount of information is overwhelming, the instructor (Sally Elatta) did great to help us get through and understand it!

I very much enjoyed the topic and believe this is a skill most people believe they know how to do, but few are truly skilled. It was great to hear what techniques had worked for the instructor and for others in the room - truly we got to see real world best practices. I liked the structure of ¹ explain ~~it~~ ^{at} ~~with~~ very positive ~~way~~ to facilitate the course in a way that demonstrates so many of the techniques taught during the course. Sally's energy is "catching" contagious!

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