

BUSINESS SKILLS FACILITATION SKILLS FOR TEAM LEADERS



**LEADING ORGANIZED
TEAMS TO GREATER
PRODUCTIVITY**

Format:
Instructor-Led Workshop

Course Length:
1 Day

Pre-Requisite Courses:
• *None*

Course Description

Bring out the collaborative voices of your team members. Get started with this simple six-step plan. Increase participation and team efficiency. Develop feedback and clarification skills. Shortcut the path to team consensus.

Course Outline

Part I: Understanding Facilitation?

- *Background: The Transformation of u.s. Industry*
- *Why Facilitation?*
- *What Facilitators Do*
- *How Facilitation Differs From Training and Presenting*
- *The Facilitator: Managing Structure, Not Content*

Part II: Team Involvement, Decision Making

- *And Dynamics*
- *Encouraging Participation*
- *Rules for Asking Nonthreatening Questions*
- *Types of Questions to Ask*
- *Body Language and Facilitation*
- *Making Decisions*
- *Six-Step Problem-Solving Process*
- *Getting Group Agreement*
- *The Importance of Preparation*
- *Running An Effective Team Meeting*
- *Team Life Cycles*
- *Handling Difficult Team Members*
- *What If the Group Still Gets Stuck?*

**COURSES IN
THIS SERIES**

*Facilitation Skills for
Team Leaders*

*Leading Organized Teams
to Greater Productivity*

*Problem Solving for
Teams*

*A Systematic Approach
to Consensus Decision
Making*

Self Managed Teams

*Establishing the Self-
Managed Team Model*

Team Building

An Exercise in Leadership

Virtual Teams

*Breaking the Boundaries
of Time and Place*

Working in Teams

*A Team Member
Guidbook*

Working Together

*Succeeding in a Multi-
Cultural Environment*



Contact Us  

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Part III: Facilitation Tools

- *Essential Tools*
- *Conclusion*

Part IV: Crossword Facilitation

- *Exercise: Test Your Memory*
- *Example of Fast-Food Flowchart*
- *Crossword Puzzle Solution*