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**The Company**

The Global Teamworking Company specialises in providing support for managers who lead and manage resources in multiple locations and whose teams operate with limited face to face contact.

We expedite the development of high performance teams and provide professional support in planning, managing and delivering projects.

Our consultants also have a proven track record of assisting client organisations in achieving substantial business improvements and cost reductions through initiatives such as our Value Management program.

The Global Teamworking Company is based in Europe and North America and serves clients worldwide from these locations.

**Services**

- Business Consultancy
- Development of High Performance Teams
- Virtual Collaboration Support
- Facilitation Support
- Training & Development
- Value Management Programs

**Training Events**

**Virtual Meetings**

- *Effective Virtual Meetings*

**Virtual Teamworking**

- *Virtual Teamworking for Business Leaders*
- *Virtual Teamworking for Team Leaders, Managers & Facilitators*
- *Virtual Teamworking for Team Members*

**Essential Skills Series**

- *Essential Skills for Six Sigma Black Belts*
- *Essential Consulting*
- *Essential Facilitation*
- *Essential Leadership*

**High Performance Team Series**

- *Essential Creativity*
- *Essential Meetings*
- *Essential Problem Solving*
- *Essential Process Improvement*
- *Essential Project Management*
- *Essential Virtual Teaming*

# Essential Facilitation Skills

## for Event facilitators

**Workshop outline**

This workshop will provide participants with the personal skills required to facilitate meetings and other events effectively. It is highly participative and all delegates will have an opportunity to practice particular skills and receive feedback on their performance. A comprehensive manual is also provided.

**Who should attend**

The workshop is designed for those who will chair or facilitate meetings or events within the business.

**Objectives**

For participants to:

- understand, develop and practice the skills of facilitation
- learn the use of tools and techniques
- understand group dynamics

**Content**

- Defining and understanding the role of the facilitator
- The context within which the facilitator operates
- Client management
- The use of facilitation skills as team leader, chairperson and facilitator
- The facilitation process
- Planning an event
- Facilitating an event
  - Contracting,
  - Group Dynamics,
  - Interventions,
  - Tools and Techniques
  - Review
- Assignment review

**Duration**

Three days