



Essential Facilitation™

Core Skills for Guiding Groups to their Desired Outcomes

 Interaction Associates

Learn The Interaction Method™ and Help Transform Your Meeting Culture.

Whether the setting is a corporate boardroom, an offsite conference room, or a community center, facilitation skills are essential for anyone who leads meetings and wants successful outcomes with maximum support.

Essential Facilitation™ provides a solid framework and proven techniques for resolving conflicts, creating buy-in, and building lasting agreements—skills as valuable in everyday life as they are in business. Our methods have been used by hundreds of organizations to generate faster decisions, increase creativity and productivity, and shorten cycle times.

Who should Attend?

Anyone who leads groups, teams, or meetings can benefit from learning facilitation skills. Participants may include:

- Internal consultants
- Trainers and teachers
- Change agents
- Group, team, or project leaders
- Team members
- Facilitators

Benefits for the Organization

Effective facilitators unlock the power of the individual and show groups how to reach their desired goals. As facilitation skills improve within the organization, employees become more creative and productive, and are able to seize opportunities for dramatic gains in performance.

Learning Outcomes

The Essential Facilitation™ provides a solid foundation of facilitation theory and practice. Participants learn to:

- Keep discussions on track.
- Design results-focused agendas, group processes, and implementation plans.
- Design and conduct planning sessions and cross-functional team meetings.
- Use a variety of strategies and tools to help groups make decisions more easily.
- Leverage diverse points of view and communication styles.
- Share ideas, responsibility, and success in a way that values everyone's contribution.
- Model behaviors that help others improve group interaction.

How Participants Learn

Participants have several opportunities to practice and get feedback. They address real issues facing their organization. With an average student-to-trainer ratio of 10 to 1, each participant receives video feedback, private coaching, and personal attention. When appropriate, groups are divided by experience level, so both novices and advanced facilitators can improve their performance.

Live | In Classroom

IA Program Leaders deliver this 3-day program at your site. You can also certify internal trainers to teach Essential Facilitation™ to your managers, project leaders and HR professionals.

Live Online | Virtual Instructor-Led

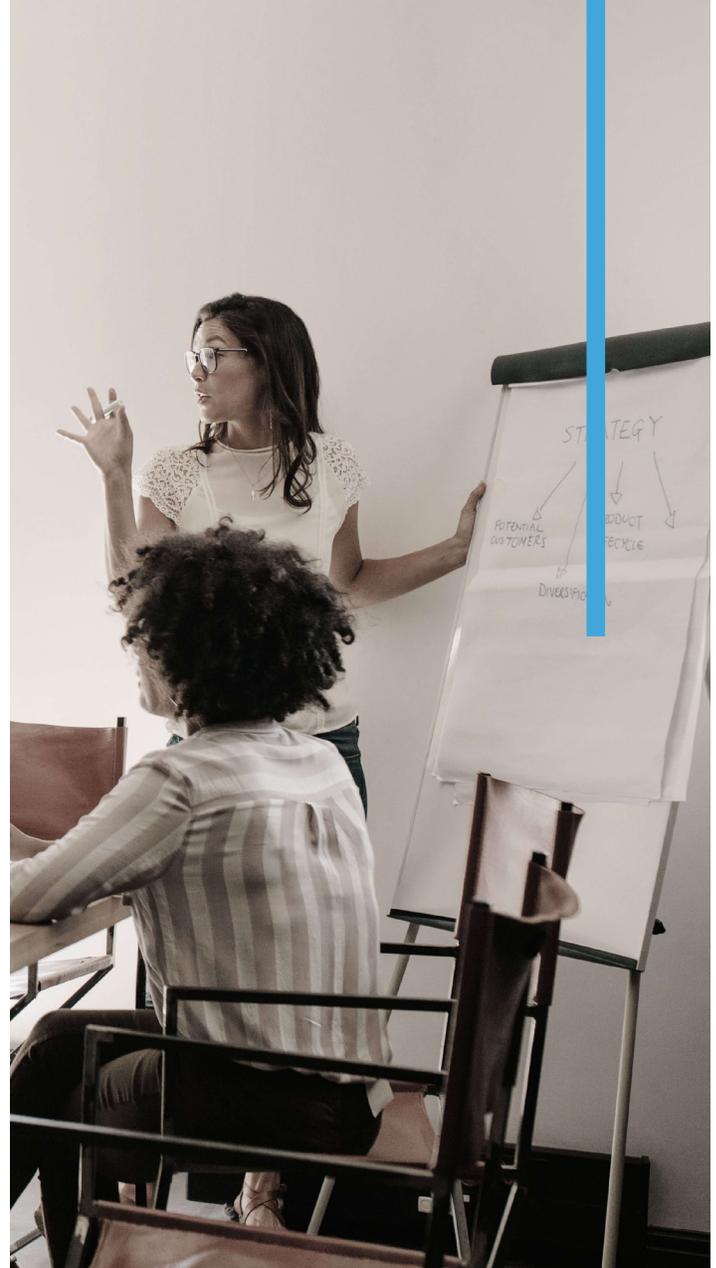
Highly interactive online training for project managers and leaders who regularly facilitate online meetings. Practice is specifically geared to the virtual meeting environment. Eight 90-minute sessions.

Custom Blend | Combination live classroom, VILT & Asynchronous

Tailor a blended learning journey for target populations of group facilitators and team leaders who regularly facilitate both in-person & online meetings.

Topics

- Four Facilitation Approaches
- The Interaction Method™
- Setting attendees up for success
- Meeting technology
- Guiding the meeting
- Listen as an ally (yourself)
- Helping people listen to each other
- Collaborative Problem Solving
- Strategic moments
- Facilitative preventions and interventions
- Dealing with hidden agendas and bias
- Designing agendas
- Reconciling differences
- Action planning and follow through



ABOUT INTERACTION ASSOCIATES (IA)

Since 1969, IA has developed and taught simple and effective methods for helping people achieve great results by working together across functions, viewpoints, and geographies. IA introduced the concept and practice of group facilitation to the business world over 50 years ago. Since then, over one million people have learned the Interaction Method™, a facilitated approach for building understanding and agreement so people can take informed, concerted action.