

In today's work environment, success in meetings requires unique skills in audience engagement and sensitivity in how you use your voice, and the confidence to multitask in a new technical and logistical setting. Anyone who leads team meetings needs the skills for working with groups to clearly communicate, equally contribute, and solve problems with innovative solutions that enhance productivity and quality.

In this session, we will look at various practices and tools that are helpful in enabling better teamwork. By looking at our common challenges, we will discover where we need to focus our attention and efforts to build up team communication and teamwork on- or off-line.

Objectives

- Boost team spirit by enhancing communication
- Facilitate sustained collaboration using team cooperation and consensus
- Help to remove team communication problems
- Identify priority areas that will create better team communication and teamwork
- Apply proven techniques to maximize engagement, energy, and motivation levels
- Manage technical and participant problems that can and will occur
- Prepare and practice facilitating a meeting

Key Topics

Team Facilitation

- Understand what facilitation is and the desirable facilitating behaviors
- The basics of how a facilitator works
- Skills for asking, listening, and providing feedback
- Smoothing the way through preparation

Preparation and Rehearsal

- How to complete various activities before and after the meeting
- Preparing checklists for logistics management to ensure adequate planning, smooth operation and follow-up
- Organizing communication/briefing sessions with relevant stakeholders including the participants and their managers

Facilitating Communication in Groups

- Discussion-leading techniques
- How to encourage participation
- Getting team consensus
- Learning proven techniques for keeping participants energized, focused, and motivated
- Practical skills for facilitating an interactive session

When Things Go Wrong

- How to effectively address things that go wrong
- Managing disruptions caused by participant behaviors
- Handling emotional responses and difficult situations



We provide services in **Communication & Teamwork** and other areas of training and development.

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