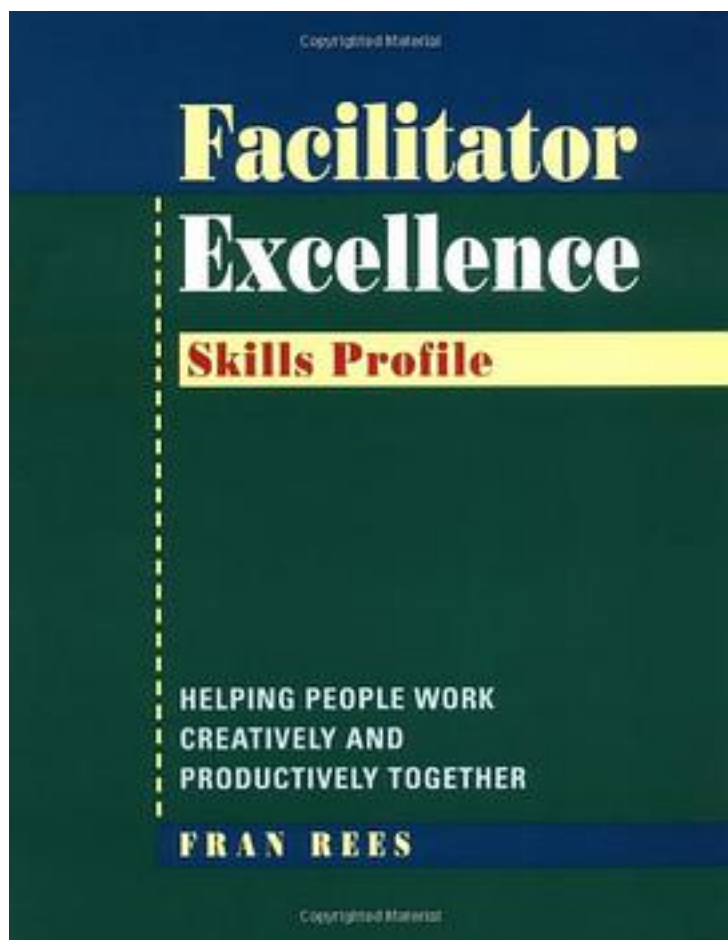


# Facilitator Excellence



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Today's organizations are using teams to carry out tasks and solve problems. To get the job done, your managers and team leaders need to communicate and cooperate. Facilitation is the skill that saves the day! This workshop shows your employees how to

become effective facilitators, and great facilitators promote employee commitment and satisfaction, and augment team performance and problem solving. The Instructor's Guide includes everything you need to conduct a facilitation workshop: simulations, discussion resources, and more. The flexible workshop is organized around practical problems, so participants never lose sight of the job. The Handbook reinforces key workshop concepts, details key facilitation methods, offers step-by-step instructions for facilitating meetings, and much more. Numerous checklists and forms enable quick implementation. Remember, the Handbook is an essential tool even for professionals who haven't participated in a Facilitator Excellence workshop. This stand-alone facilitation reference is a gold mine of tips and tools. The Profile assesses facilitators' abilities and suggests areas for improvement. Incorporated into the Facilitator Excellence workshop, this quick assessment is also an effective follow-up tool that ensures ongoing facilitator development. This package helps professionals to:

- \* Lead meetings effectively
- \* Organize team activities
- \* Obtain project support
- \* Find solutions to problems
- \* Establish harmony among coworkers
- \* Deal with customers and clients
- \* Set goals and make decisions
- \* Earn support for initiatives ...and much more!

You'll need one copy of the Instructor's Guide for the trainer, skilled facilitator, or manager who will conduct the workshop. Each participant will need one copy of the Handbook and the Profile.

作者介绍:

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