Facilitating Meetings Effectively

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Effective facilitators know how to take charge of meetings and lead groups toward successfully completing their work objectives. In this course, you will strategically plan meetings and create formal agendas, lead groups to generate new ideas through brainstorming events, and help people work through facilitated difficult sessions. You will also further develop your facilitation skills by leading virtual meetings and even moderating international sessions. Private classes on this topic are available. We can address your organization’s issues, time constraints, and save you money, too. Contact us to find out how.

About This Course

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Who Should Attend

This course is designed for managers, supervisors, team leaders, or anyone who leads meetings as part of their job and wants to learn how to become a more effective meeting facilitator.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Build a foundation for a successful meeting. Prepare for a meeting. Set the stage for a meeting. Facilitate a meeting. Facilitate a specialized meeting

Detailed Course Outline

Lesson 1: Building a Foundation for Successful Meetings

- Topic A: Identify Types of Meetings Topic B: Identify Attributes of Strong Meeting Leaders

Lesson 2: Preparing for a Meeting

- Topic A: Clarify the Purpose of the Meeting Topic B: Identify Participants Topic C: Plan Meeting Logistics Topic D: Create an Agenda

Lesson 3: Setting the Stage for a Meeting

- Topic A: Establish a Meeting Climate Topic B: Resolve Challenging Situations

Lesson 4: Facilitating a Meeting

- Topic A: Lead a Meeting Topic B: Make Sound Decisions Topic C: Publish Meeting Minutes Topic D: Close a Meeting

Lesson 5: Facilitating Specialized Meetings

- Topic A: Manage a Brainstorming Session Topic B: Manage a Virtual Meeting Topic C: Manage an International Meeting

Frequently Asked Questions

Q: What delivery options are available for Facilitating Meetings Effectively?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Facilitating Meetings Effectively course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Facilitating Meetings Effectively training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Facilitating Meetings Effectively?

Yes, we provide corporate training, dedicated training, and closed classes for Facilitating Meetings Effectively. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Facilitating Meetings Effectively?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Facilitating Meetings Effectively training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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