



Essential Facilitation®

Core Skills for Guiding Groups

ARE YOU GETTING THE MOST YOU CAN FROM IMPORTANT MEETINGS?



Strategies and tools to work better and achieve more in groups.

Essential Facilitation® provides a solid framework and proven techniques for resolving conflicts, engaging people, creating buy-in, and building lasting agreements—valuable skills in daily life and business.

Interaction Associates pioneered group facilitation over 45 years ago. Our Interaction Method® has been used by hundreds of organizations and thousands of teams to generate faster decisions, increase creativity and productivity, and shorten cycle times.



Benefits for Your Organization

Effective facilitators unlock the power of groups to achieve their desired outcomes. As facilitation skills improve across the organization, groups and teams become more disciplined, productive, and creative.

WHO SHOULD ATTEND

Anyone who leads groups, teams, or meetings:

- Team Leaders
- Team Members
- Trainers
- Project Managers
- Internal Consultants
- Change Agents

LEARNING OUTCOMES

Graduates will be better able to:

- Design meeting agendas and set attendees up for success.
- Keep discussions on track.
- Manage information and focus attention on the tasks at hand.
- Deal with difficult behaviors and situations.
- Leverage diverse points of view.
- Model behaviors for participants to emulate.

HOW PARTICIPANTS LEARN

- Several opportunities to practice
- Focus on real-work issues
- Average student-to-trainer ratio 10:1
- Video feedback and private coaching
- Groups divided by experience level

DELIVERY OPTIONS

Option 1. In-Person Classroom for learning to facilitate in-person meetings

SAMPLE AGENDA

DAY ONE	DAY TWO	DAY THREE
<ul style="list-style-type: none"> <input type="checkbox"/> Workshop Overview <input type="checkbox"/> Four Facilitation Approaches <input type="checkbox"/> The Interaction Method™ <input type="checkbox"/> Facilitation Practice <input type="checkbox"/> Stages of a Discussion <p style="text-align: center;">LUNCH & VIDEO REVIEW</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Moments <input type="checkbox"/> Facilitative Behaviors <input type="checkbox"/> Facilitation Practice <input type="checkbox"/> Evaluating Meetings <input type="checkbox"/> Plus/Delta on the Day 	<ul style="list-style-type: none"> <input type="checkbox"/> Review Day 1 <input type="checkbox"/> Listening as an Ally <input type="checkbox"/> The Ladder of Inference <input type="checkbox"/> Collaborative Problem Solving <input type="checkbox"/> Facilitation Practice <p style="text-align: center;">LUNCH & VIDEO REVIEW</p> <ul style="list-style-type: none"> <input type="checkbox"/> Problem Solving (continued) <input type="checkbox"/> Master Strategies <input type="checkbox"/> Facilitation Practice <input type="checkbox"/> Shadow Side of Facilitation <input type="checkbox"/> Plus/Delta on the Day 	<ul style="list-style-type: none"> <input type="checkbox"/> Parking Lot <input type="checkbox"/> Desired Outcome Statements <input type="checkbox"/> Designing Agendas <input type="checkbox"/> Virtual Meetings <input type="checkbox"/> Facilitation Practice <p style="text-align: center;">LUNCH & VIDEO REVIEW</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resolving Conflict <input type="checkbox"/> The Hot Seat <input type="checkbox"/> Following Through on Meetings <input type="checkbox"/> Action Planning <input type="checkbox"/> Graduation

Option 2. Virtual Instructor-Led Training for learning to facilitate online meetings. Comprised of knowledge sharing sessions containing two modules & skill building practicums for each competency (90 min/session).

Virtual EF Series (With Module 1 as base, select others that meet your needs.)

<ol style="list-style-type: none"> 1. Introduction to Online Facilitation & The Interaction Method <p><i>How to...</i></p> <ol style="list-style-type: none"> 2. Really Listen & Help People Understand Each Other 3. Guide a Discussion & Stay on Track 4. Plan a Meeting & Set Attendees Up for Success 	<p><i>How to...</i></p> <ol style="list-style-type: none"> 5. Build Agreements & Action Plans 6. Deal with Difficult Situations & Behaviors 7. Define Problems & Generate Practical Solutions 8. Resolve Conflicts & Satisfy Underlying Interests
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Option 3. A Blend of In-Person Classroom and Virtual Instructor-Led Training for learning to facilitate both in-person and online meetings.

Options 1 & 2 are modular solutions tailored for your needs. One of our Client Solutions Directors will be happy to guide you to the best solution for you!



Interaction Associates is a 45-year innovator in building high performance, collaborative cultures with a new measure of ROI—Return on Involvement—where employees go beyond engagement to share responsibility for business results.