

# AAIM Course Description



## Conducting Effective Meetings

Guiding group discussions and work projects can be difficult. The facilitator is responsible for making sure everyone is involved and doing their best and that each person feels respected and valued. In addition to great communication skills, the successful facilitator must know how to manage group dynamics, deal with conflict when it occurs, guide difficult discussions and ultimately produce a result. It can be tough, but in this course you'll learn the tools and techniques you can use to become a skilled facilitator.

### At the end of this course you will be able to:

- Describe the role and responsibilities of a facilitator
- Prepare for meetings and group work more effectively
- Get a group quickly focused and engaged
- Encourage and guide creativity
- Observe group dynamics and keep behaviors positive
- Keep meetings and projects on track
- Build consensus and guide team decisions
- Use techniques to keep the momentum going on projects

### Topics that will be covered:

- The Role of the Facilitator
- The Role of the Group
- The Skill Profile of a Successful Facilitator
- Getting Started: Preparing for Meetings and Projects
- Start Off on the Right Foot
- Techniques for Encouraging Participation
- Dealing with the Elephant in the Room
- Staying On Target
- Making Decisions and Gaining Consensus
- Creating Commitment to Action Plans

**Prerequisites:** Individual and leaders that are responsible for guiding group projects that involve meetings and group work sessions.

**Advanced Preparation:** There is no advanced preparation for this course.

**Competencies:** Team Management

**Delivery Method:** Group Live | **Course Level:** Basic | **Duration:** Half-day

**Continuing Education/Recertification Credits:** CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.