

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2578](http://www.amanet.org/2578)

# The Effective Facilitator: Maximizing Involvement and Results

**Become a meeting facilitator who brings out the best in individual and team performance.**

The meeting facilitator is catalyst, coach, coordinator and more. Like a conductor, the meeting facilitator must bring out the best in individual players and orchestrate successful group efforts.

The role of meeting facilitator demands exceptional interpersonal skills, keen observation, insight and tact. Mastering the techniques of meeting facilitation gives you the ability to direct meetings that reduce frustration and produce results.

## How You Will Benefit

- Make life easier and all meetings more productive
- Set up meetings for success
- Spark and enhance critical synergy and creative energy
- Focus on the key facilitation skills of observation, diagnosis and intervention
- Build consensus, handle conflict and keep meetings on track
- Gain knowledge and skills you can apply to all group and meeting situations
- Keep content, process and structure on track to produce positive outcomes

## What You Will Cover

- The effective meeting facilitator defined
- The facilitator's most basic information
- Self-knowledge of the meeting facilitator
- Facilitator skills: how the facilitator facilitates
- State of group development
- Levels of group dynamics
- The meeting facilitator's toolbox
- Enhancements, advancements and reentry

## Who Should Attend

This program is a basic course for managers who must facilitate results in meetings, group work or project teams, managers who have groups under their direction, as well as managers who work as internal consultants

## Schedule

- [3] days - \$2,445 Non Members
- [3] days - \$2,195 AMA Members
- [3] days - \$2,079 GSA

## Credits

1.8 CEU/18 PHR/18 SPHR  
21 CPE /18 PDU/18 PDU\_L

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