

THE EFFECTIVE FACILITATOR: MAXIMIZING INVOLVEMENT AND RESULTS

Become a meeting facilitator who brings out the best in individual and team performance.
Seminar #2578

Overview

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.

Schedule

- [3] days
- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,794 GSA

Credits

18 SPHR /18 PHR /1.8 CEU

Schedule

We have 8 scheduled sessions located nationwide starting between 6/27/2012 - 2/13/2013

Date	Location	Duration
Jun 27, 2012 - Jun 29, 2012	New York, NY	3 Days
Jul 25, 2012 - Jul 27, 2012	Chicago, IL	3 Days
Aug 8, 2012 - Aug 10, 2012	Arlington/Washington DC, DC	3 Days
Oct 8, 2012 - Oct 10, 2012	New York, NY	3 Days
Nov 5, 2012 - Nov 7, 2012	Chicago, IL	3 Days
Dec 3, 2012 - Dec 5, 2012	Arlington/Washington DC, DC	3 Days
Jan 14, 2013 - Jan 16, 2013	San Francisco, CA	3 Days
Feb 13, 2013 - Feb 15, 2013	Atlanta, GA	3 Days

Registering more than 4 people, please call 1-877-566-9441.

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.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)