

# Creative & Engaging Facilitation

If you facilitate meetings, you know full participation is vital for the meeting to be productive, and for team members to leave feeling they've made an important contribution. But sometimes it's difficult to get attendees to participate ... and even more difficult to keep control of the meeting once they do.

How can you generate open discussion and elicit relevant questions?

How do you ensure a genuine dialogue, where attendees' contributions are heard?

**BRODY's Creative & Engaging Facilitation** workshop provides meeting leaders with techniques to keep attendees engaged and on-track.

## Learning Outcomes:

*Participants who complete this program will be better able to...*

- Facilitate group discussions effectively and confidently
- Use techniques that encourage balanced participation
- Stimulate discussion and prompt relevant questions from their audience
- Handle challenging or aggressive questions

## Agenda:

1. Elements of a successful game plan for facilitation
2. Facilitating with Leadership Presence: Visual, Vocal, Verbal expression
3. Encouraging Participation
  - Tools to generate ideas and encourage participation
  - Behaviors that are discussion killers and how to avoid them
4. Probing and listening skills
  - Participant activity: Participants brainstorm questioning strategies (illustration, consequence, elevating questions, etc.)
5. Dealing with difficult participants
  - Participant activity: Brainstorm strategies to manage difficult behaviors
  - Best practices for difficult behaviors
6. Responding to questions
  - Techniques for handling questions and keeping the discussion on track
  - Participants practice answering tough questions and receive feedback
  - Frameworks for concise responses
7. Participant activity: In small groups, practice the two response frameworks