

THE CONFIDENCE CLUB

Presents



Your Guide to:
Art of Facilitation

Core Principle

Great Facilitators Achieve **Results**

Where you're running a workshop or managing a group discussion you need to ensure objectives are achieved.

The Opening

In the first 5 minutes establish:



The Goal

Clearly state what you are trying to achieve.



The Plan

Tell them the agenda and timings.



The Rules

Explain what the "do's" and "don't's" are

The Body

Keep the meeting on track by having strategies for 3 difficult personalities:



The Bulldozer

The person who tries to take over the meeting.



The Wanderer

The person who wastes LOTS of time.



The Bulldozer

The person who always stays silent.

The Close

If you want people to take action after your workshop or meeting, close with a Call to Action that is **Clear, Achievable** and **Deadline Dependent**.