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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 2 Days

Critical Facilitation Skills for Leaders



About Course:

An effective leader harnesses the diverse strengths of the team to maximize performance. Successfully mastering critical facilitation skills and applying them deftly can drive these results.

You will enhance your interpersonal competencies and observational abilities to deal effectively with disruptions and dysfunctions, and guide groups to reach consensus and exceed expectations.

Private classes on this topic are available. We can address your organization's issues, time constraints, and save you money, too. Contact us to find out how.

This course has been approved for 14 PDUs | 14 CDUs

Course Objectives:

- Employ techniques to encourage participation and reach consensus
- Utilize facilitative questioning techniques
- Recognize indicators to facilitate each state of the team process
- Deal constructively with disruptions and typical problem behaviors
- Understand how to implement interventions appropriately
- Plan and run a focused discussion, meeting, or event

Audience:

- Leaders and professionals who manage teams or groups and are responsible for their outcomes will benefit from this course.

Prerequisites:

- None

Course Outline:

The Importance of Facilitation

- What is facilitation?
- Effective facilitation versus ineffective facilitation
- Harnessing the power of the group
- How does facilitation differ from leading

Facilitating Process and Content

- Differentiating process from content
- Elements of process
- Elements of content

Setting the Stage for Facilitation

- Laying the groundwork
- Planning for a facilitated meeting
- Knowing the expectations

Facilitating Team Development

- Encouraging participation
- Stages in the team life cycle
- Situational leadership and facilitation
- Understanding communication styles for facilitation efficiency

Building Consensus and Reaching Decisions

- Gathering and presenting data
- Synthesizing and summarizing data
- Identifying options
- Narrowing the focus

Working through Disruptions, Dysfunction, and Interventions

- Handling difficult behavior and people
- Addressing dysfunction
- Getting back on track
- Selecting a method of intervention