

## LEARN TOOLS FOR GROUP DECISIONMAKING THROUGH

### GROUP FACILITATION METHODS

#### Based on Technology of Participation

#### How do you lead a group to a clear decision?

Facilitation is a key management skill that allows managers to build teams and achieve results more effectively.

**Group Facilitation Methods (ToP #1)** introduces the tools of small group communication that allows for effective group discussion and decision making. You will be amazed at how quickly you can assist a group to develop understanding, consensus and agreement.



#### The program covers the core facilitation methods of:

- ✦ **Focused Discussion Method:** A structure for clear discussion which allows everyone in the group to participate. The method results in clear ideas and conclusions, broadens perspectives and allows the group to gain from its experience.
- ✦ **Consensus Workshop Method:** A five-step process that engages participation of each group member, focuses the group's consensus towards change, builds an effective team partnership to act, and encourages group rapport and interaction
- ✦ **Action Planning:** A project based planning process that allows comprehensive action generation and task assignment and creates focused, motivated teams.

#### Group Facilitation Methods will help you:

- ✦ Facilitate groups more effectively
- ✦ Make meetings more productive
- ✦ Involve participants in discussions
- ✦ Get more ideas in the mix
- ✦ Build positive interaction
- ✦ Enhance group creativity
- ✦ Focus group energy on common goals
- ✦ Help groups resolve conflict
- ✦ Enable groups to form consensus
- ✦ Create lively teamwork
- ✦ Build respect and trust

#### The program involves:

- ✦ A demonstration of the method by the course facilitator
- ✦ Interactive presentation of method theory and how it is applied
- ✦ Explanation of procedures and techniques involved in applying the method
- ✦ Practice with peers in facilitating a session
- ✦ Guidance on application of the methods

Our training approach is designed to enable you to learn these methods well enough to practice them immediately.

**Who should attend:** Senior executives, managers, team leaders, facilitators, internal consultants, human resource professionals, focus group leaders and anyone who has to lead a group in decision making.

**Facilitators:** Our international team of highly trained, multi-lingual consultants bring years of successful business experience, strong inter-personal skills and training expertise.



**Technology of Participation**, developed by The Institute of Culture Affairs, is an integrated set of facilitation methodologies that enhance participation and decision making in a group context.



**LEADERSHIP INC** is a performance improvement company based in Shenzhen and serving Greater China. We utilize proven facilitation and training techniques to deliver world-class leadership development.

#### LEADERSHIP INC

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