

# Facilitation Skills for Successful Meetings

Friday, December 3, 2021

9:00 am–Noon and 1:00–3:45 pm

## Morning (9:00 am-Noon)

9:00am      Welcome and Overview  
                  Facilitative Roles  
                  Planning the Meeting Agenda  
**Break**  
                  Managing the Flow of the Discussion  
                  Building Optimal Participation: Tools for Engagement  
**Break**  
                  Decision-Making Techniques  
                  Group Dynamics: How and When to Step In  
Noon         **Lunch Break**

## Afternoon (1:00-3:45 pm)

1:00 pm      The Ladder of Inference and Testing Your Inferences  
                  **Break**  
                  Small Group Practice Sessions with Coaches  
                  **Break**  
                  Ending a Meeting Well  
3:45 pm      **Adjourn**