



Facilitating Effective Teams

Why Facilitation?

Whether you're tackling a knotty team problem or trying to make meetings more effective, every leader can benefit by learning how to play the role of facilitator from time to time...

Facilitation is a fundamental set of skills for good leadership, a more engaging approach, and effective team-functioning

- Team-work can be really effective. But truth is that many teams flounder if left entirely to their own devices. They get distracted, diverted, conflicted, or lost in the detail.
- To get good results, teams have to pay attention not just to what has to be done but also how they do it. Most focus on the task. Team process often remains invisible to them. Without good process, progress stalls. Meetings fail; conversations bog-down; opinions polarise over decisions and actions; and people disengage.
- Taking more of a facilitated approach gives leaders a new way of relating – of developing your team to direct themselves rather than lead from the top. A facilitative leader-style can improve productivity, relationships and the way teams approach their work.

Facilitated processes save time, increase clarity, encourage joint problem-solving and build the engagement all teams need to be high-performing. Shaping patterns of participation and processes make a team's work easier and are crucial in any work-setting. **This is where the facilitation role fits in.** [\[More on-line\]](#)

A 1-day fast-track for leaders on facilitation tools & processes to promote productive team participation & performance...

Come along to this clinic and find out how to...



- ☑ Focus group energy, unleash creativity & get more engagement
- ☑ Re-invigorate meetings & make them more productive & fun
- ☑ Stimulate more constructive group interaction & conversations
- ☑ Help groups set goals, generate ideas & solve problems together
- ☑ Arrive at better team decisions & action plans that are well-supported
- ☑ Select the right facilitation tool to suit the team task & context
- ☑ Design great facilitation sessions & good group processes

“With its focus on asking not telling; engaging and guiding rather than controlling or directing, and pulling together rather than competing, facilitative leadership is a set of tools and a style of personal influence every leader can benefit from using more of...”

➔ Find out where a Facilitating Effective Teams clinic is running publicly near you or enquire about running one in-house for yourself back in your own workplace...

Contact Bill Cropper: ☎ 0429-687513 ☎: 0429-687591 ☎: 07-3352 5979

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We can come to you. Call us on 0429-687513 for a quote...

Run *Facilitating Effective Teams* in-house at your place and save...

If public dates or locations don't suit, you have 10 or more people interested in attending, or you want to run something more tailored to your team or unit, an on-site clinic may be more economical and better fit your cultural context



Who is this for?

While it can benefit anyone who wants to work in more effective and engaging ways with groups, this clinic is largely for leaders who want to adopt a more facilitative style and lift their capability to work better with teams on tasks ranging from action-plans, solution-finding or decision-making through to more targeted contexts such as change, culture, visions, direction-setting, strategy or team-building.

In fact, teams work better when everyone has some facilitation ability. So, developing these skills more broadly in your teams isn't a bad idea either.

Facilitating Effective Teams covers:

- The facilitative leader role – mind the process
- A 5-stage model for facilitating your team
- Sharing information & generating team ideas
- Setting goals & sorting out solutions
- Using questions to guide group process
- Facilitating fruitful discussions & dialogue
- Making meetings more productive & satisfying
- Encouraging engagement & participation
- Analysing situations & sorting priorities
- Group problem-solving & solution-finding
- Diagnostics: keeping watch on dynamics & behaviour
- Maintaining energy and keeping focus
- Helping your team make better decisions
- Deciding between options and action-planning
- Set facilitative leader goals and actions for yourself

REGISTER or ENQUIRE on-line or by Email

- Includes** • Comprehensive facilitation toolkit to share with your team plus lunch and refreshments
- Cost** • Pricing, venues, timing on [website](#), [email](#) or [contact us](#)
- Dates** • See our online course calendar

Your Facilitator...Bill Cropper



Bill's an accomplished facilitator with a wealth of practical experience accumulated over more than 25 years of helping groups grapple with complex strategic, planning, team-building, cultural, work improvement and organisation learning in a broad range of business settings.

He's run a remarkable array of facilitation skills clinics, written numerous facilitation guides, and trained a legion of leaders, executives, trainers, project groups and work-teams to develop critical facilitation skills and processes needed to collectively achieve their outcomes. His work now centres on helping people build the emotional, social, conversational and facilitation skills to create more connective and capable leaders, more productive teams, and more constructive and compassionate work cultures.

Bill believes facilitating requires a disciplined-but-relaxed approach that helps people think together in an enjoyable, constructive and liberating way – not an overly directive, 'do-this-now' style. "Teams want to be engaged, not coerced." says Bill. "We've known for ages how this raises commitment and satisfaction - just as we've also known how over-directive approaches stunt initiative and increase dependency on leaders. With a facilitative approach, leaders work in partnership to help teams discover for themselves what to do, and people are encouraged and entrusted to take action."



➔ Course Features:

- Take-away 140 page guide with 50 tools to get you started
- Highly interactive, hands-on with real-time tools practice
- Apply facilitation tools to everyday back at work team-tasks
- Complete a facilitation styles, skills & challenges inventory

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