



## Facilitation Made Easy: Practical Tips to Improve Meetings and Workshops

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By Esther Cameron

Kogan Page Ltd, United Kingdom, 2005. Paperback. Book Condition: New. 3rd Revised edition. 232 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.The facilitator's task of opening up discussion, getting ideas into the open and setting broad future direction is essential if a group is to reach consensus on a particular outcome and it is now one of the key techniques used in meetings and workshops. Facilitation Made Easy provides a practical introduction to the essential skills needed and will help readers develop a facilitation style that is unbiased and enables control without being overpowering. With detailed examples, proven tips for success, checklists and a self assessment guide to help readers test their own personal approach to facilitation, the book will help readers to: understand the facilitator's role; develop the ideal structure for workshops and meetings; control agendas and help to focus the outcome of meetings; and, deal with difficulties. This third edition also includes a new chapter on facilitating virtual meetings, explaining the mechanics of virtual teams, the pros and cons of virtual meetings, use of technology and tips on setting up, facilitating and participating in virtual meetings.



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