

# Facilitation at a Glance: A Pocket Guide of Tools and Techniques for Effective Meeting Facilitation



Don't let the compact size of this pocket book fool you! There are 174 pages chock full of checklists, tools and techniques. The clear layout makes it easy to read at a glance. This is the ideal resource to take along to meetings and keep right on your desk. Once you order one, you'll want to get them for the whole team. Don't go to another meeting without this comprehensive guide!

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