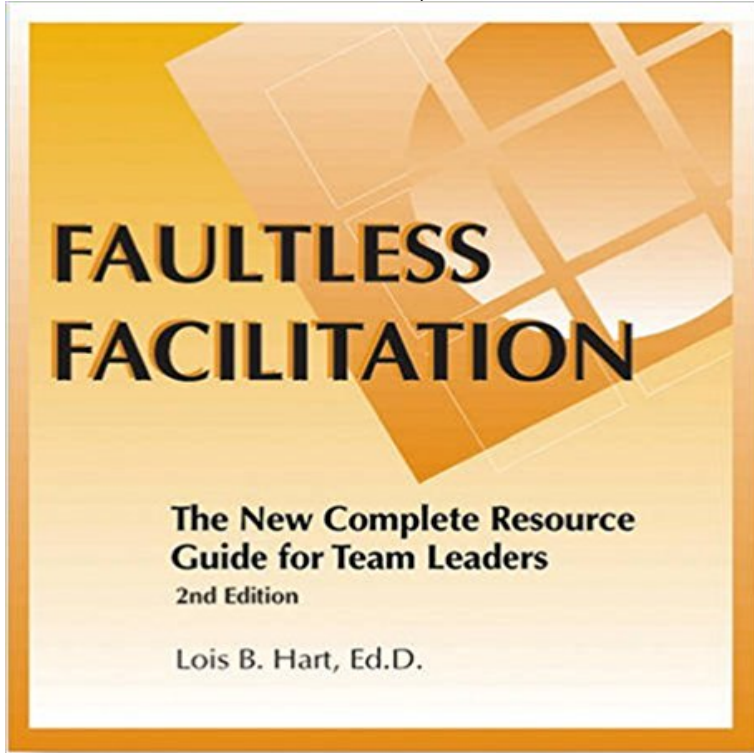


Faultless Facilitation, 2nd Edition Resource Guide



Use this practice-oriented workshop to teach team leaders and group facilitators the key skills for leading productive team meetings. This workshop contains everything you need to teach others how to facilitate; it comes complete with background material for the trainer and participants, and handouts for evaluation. The Instructors Manual offers 27 in-class learning activities and optional training designs (1, 2, 3, or 5-day) to go with the best-selling Faultless Facilitation Resource Guide. The Instructors Manual lays out exactly how to plan, run, and evaluate skill-based training for inexperienced facilitators. The Resource Guide includes how to on group leading and problem solving for new facilitators. It covers everything from agenda setting to selecting the right problem solving tools. Use it as a participant coursebook with the training program, as a self-study option, or for managers who need to understand more about the facilitators role. Fully Updated, Including: An all new chapter on process management More problem solving tools A new chapter on how to get started with a team and how to involve management in all phases Creative ideas for handling conflicts and dealing with difficult people in teams Improved material on preparing agendas Comprehensive bibliography Contents Include Warm-up and agenda setting Observing, listening, and questioning skills Problem-solving methods Dealing with problem people

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