



## Another Poke In The Eye...

**Are the meetings you attend on a daily basis so *painful* to sit through it's like getting poked in the eye?**

How many "pokes" do you get per day? Three? Five? More?

Truth is, even ONE poke in the eye is painful enough.

The cause of this pain is usually poor facilitation skills.

Whether it's a weekly department meeting, your project management team update or planning a pop-up social gathering, facilitation skills are essential to getting things done.

Facilitation skills are one of those skill sets that many people discuss, but few know how to actually execute. In fact, most team leaders, supervisors and managers rank extremely low to nil on their ability to effectively facilitate a discussion.

For example, very few facilitators know how to effectively brainstorm. As a facilitator, you need to set a safe environment and then gather as many ideas as you can, objectively, meaning you cannot say, "wow, that's a good one!" or "I think we tried this several years ago and it didn't work." You must remain a neutral source and simply record the thoughts thrown out there.

After all of the ideas are generated, help the group decide how to best organize them. Do they see some categories naturally occurring? Does it

make sense to order them chronologically? After ideas are organized, they are then ready to be prioritized, again by the group! After prioritization takes place, a time and action plan can be crafted.

Good facilitation skills help you move the group through an agenda, resolve conflict, effectively lead discussions and achieve the overall goals of meeting in the first place!

If you'd like more information on how to decrease *your* daily pokes in the eye, click **HERE** check out our one day workshop:

### ***Facilitation Skills for Trainers and Project Managers***

We are premiering this session both in Spring and Fall of 2019 in the DC metro and Southern CA areas.

Also, feel free to pass along to those that are "in need."

We *all* need fewer pokes in the eye!

Cheers!

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