



Meetings Are The New Smoking!

“YAY! Another meeting!” Said NO ONE EVER!

Meetings are killing us.

Well, maybe not THAT dramatic, but they are taking their toll on our mental and physical well-being.

We've asked folks over the years what they don't like about meetings and here's what they have to say:

- There's no agenda, no purpose for the meeting
- No one sticks to the agenda even if there IS one
- There's always one person that goes on and on....
- Everyone goes off on tangents
- Nothing ever gets accomplished
- Everyone's on their phone and not paying attention
- There's too much conflict to get anything done
- They always lead to *another* meeting

And the list goes on. You get the picture.

Most of these complaints deal with issues of *facilitation*, or lack thereof. We all *talk* about what it takes to effectively facilitate a meeting, but few of us actually have the skills to do it.

The reason for this apparent lack of facilitation skills?

Usually, team leaders or project managers are put in charge of a project for which they are well equipped (or have support) in the *content* of the thing they are trying to accomplish but very few have the knowledge or skills to move effectively (and swiftly)

through the process.

The first thing to understand is the difference between being a trainer, a team/project leader and a facilitator.

If you are in a facilitator role you are doing the following:

- conduct meetings to reach outcomes
- encourage participation and involvement of all
- act as a *process expert* (as opposed to content)
- lead discussions

Second, it is important to know that there are TWO types of facilitation that take place in any meeting: *content* and *process*.

If a facilitator is focused on facilitating *content* their focus is on what is discussed, the task at hand and the result/outcome that is desired.

If a facilitator is focused on *process*, they concentrate on the method and processes used to facilitate the group dynamics.

You may have seen the CONTENT facilitator in action. They just want to get the ship into port, no matter the consequences.

On the flip side, a facilitator focused solely on PROCESS will be so worried about group dynamics that *nothing* is accomplished.

Clearly, a balance between the two is needed.

For more information on the tools and skills needed to strike this balance, please click below and check out the session we have crafted just for you:

Facilitation Skills for Trainers and Project Managers

*One-day public/open workshop
March 22 - Huntington Beach, CA
May 8 - DC Metro area*

Join us and achieve those meeting results that we're all *dying* to experience!

Cheers,

**Team M&M
Maria Chilcote & Melissa Smith
Managing Partners**

Furloughed Government Workers Special Offer!

We would like to offer a **FREE *Training Essentials Virtual Mini*** to any government worker that is affected by this layoff.

Please click ***HERE*** to see our offerings and then contact Maria to get your free session: maria@thetrainingclinic.com.

We are committed to helping you keep your skills sharp during this trying time!

This offer is good through the end of January, 2019.



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We're all on this journey together!

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