

# FACILITATION SKILLS TRAINING FOR MEETINGS AND STAKEHOLDER CONSULTATION

Do you need to run meetings between people with different opinions?  
Would you like to ensure meeting outcomes are achieved?

## Who Can Benefit?

This Training Workshop is designed for people who need to achieve practical outcomes from meetings with stakeholders, teams and in the workplace in areas such as:

- Strategic planning
- Team communication
- Conflict resolution
- Stakeholder Consultation

This Workshop provides a clear framework to follow when facilitating discussion within a group or running a meeting. The framework assists the facilitator to build trust and promote discussion in a way that achieves meeting outcomes.

## Workshop Content

This practical training covers:

### Facilitator impartiality

- The role of the facilitator as meeting process manager
- How to maintain facilitator impartiality
- Key strategies for effective meetings

### Model process for facilitation

- Planning for an effective meeting
- Following a meeting plan/ agenda:
  - Setting the scene
  - Identifying issues
  - Facilitation of discussion, questions & clarification
  - Facilitation of options/ agreement
  - Confirmation of meeting outcomes

### Facilitating different viewpoints

- Defusing tense situations
- Overcoming impasses
- Building agreement by identifying underlying interests/ needs and areas of common ground

## Approach to Training Delivery

This is a 2 day Workshop with options for a 1 Day Introductory course or alternatively 1 Day Refresher Course depending on your needs.

Our practical training style addresses knowledge, skills and attitudes through a stimulating environment that includes:

- Facilitation simulations
- Case scenarios and group discussion

## Course Presenter

Ebohr Munoz is a conflict resolution consultant and learning facilitator who has achieved positive outcomes in mediation of multi-party conflicts, workplace disputes, family dispute resolution, complaints resolution and facilitation of groups. He also has experience as a team leader and as a lawyer. He has facilitated and coached people through challenging, stressful and at times highly emotional conflicts and discussions.

## Contact

Ph: 03 9529 4114, 0413 844 898

Email: [info@commonground.net.au](mailto:info@commonground.net.au)

Web: [www.commonground.net.au](http://www.commonground.net.au)