

Fearless Facilitation!™

How to Lead Effective Training

How to Lead Effective Meetings

NEW RELEASE ON: Fundamentals of Facilitation, Professional Presence and Communication Skills from VisionPoint

TARGET AUDIENCE: Anyone who leads training and/or meetings

Tired of inefficient meetings and ineffective training? This program is a perfect foundation for building fundamental facilitation skills, which leads to greater productivity.

About How to Lead Effective Training

How to Lead Effective Training builds the confidence, poise, knowledge and skills demonstrated by facilitators who are exceptionally competent. Participants will learn how to generate quality discussions, make smooth transitions between activities and manage disruptive behaviors. Organizations will benefit by having facilitators who increase the value of their training sessions, thus building the skills of associates.

Key Learning Points

- Lead effective training sessions
- Explain adult learning principles and their applications
- Describe how to best accommodate each primary learning style
- Demonstrate fundamental facilitation skills
- Strike the right balance between purpose, process and participation
- Exhibit the confidence and competence of a fearless facilitator

About How to Lead Effective Meetings

How to Lead Effective Meetings is designed to build confidence and competence in anyone who leads any type of meeting—from formal presentations to informal working sessions. By focusing on the roles, responsibilities, knowledge and skills of an effective facilitator, participants will learn how to increase the value and outcome of meetings, yielding wise decisions and actions for their organization.

Key Learning Points

- Lead effective meetings
- Prepare meeting attendees to participate effectively
- Make optimal use of people's time and talents
- Strike the right balance between purpose, process and participation
- Exhibit the confidence and competence of a fearless facilitator

Complete Training Kit Components:

Customer receives two large cases (one for "meetings" and one for "training"). Each case has its respective DVD*, VHS, facilitator guides, and reproducible participant materials.

*DVD includes: *Fearless Facilitation!™ How to Lead Effective Training* or *Fearless Facilitation!™ How to Lead Effective Meetings*, SMART-START Motivation, and Bonus Materials.