
Facilitation: Driving Efficiency for High Performance

Reaching performance goals and attaining successful project outcomes is more important than ever. Facilitated project meetings enable greater efficiency, while improving team interactions to align efforts and accomplish more. This session introduces best practices for conducting facilitated meetings and teaching related skills. It is ideal for project managers, team leaders, team members, and anyone looking for a pathway to more productive meetings.

“Facilitation: Driving Efficiency for High Performance” is led by Karen Tate, MBA, PMP. She draws upon her vast experience in the discipline to offer distinct insights on facilitation that apply to real-world situations. Karen is the founder and president of The Griffin Tate Group, and co-author of the PMI® best-sellers: *Project Management Memory Jogger™*, and *The Advanced Project Management Memory Jogger™*. She served on the Project Management Institute’s International Board of Directors for six years.

Meeting Takeaways

Attendees will gain a solid understanding of how the facilitation function can be utilized to improve team dynamics and increase productivity during meetings. They will learn techniques for handling disruptive behaviors during meetings, and will be introduced to a variety of tools for better decision making. Delivered in an interactive format, this session guides participants through the key processes and best practices used to conduct facilitated meetings, including:

- How to plan for an effective and productive meeting
- How to focus the meeting from the beginning
- How to keep the meeting on track and handle disruptive behaviors
- How to ensure that team members participate
- How to close a meeting
- How to provide follow up for the meeting participants

Presentation Agenda

Condensed for a meeting format and timeframe, this presentation begins with a brief introduction and covers the six critical functions of successful facilitation:

- Planning the Meeting
- Starting the Meeting
- Conducting the meeting
- Decision Making Tools
- Closing the Meeting
- Follow Up