

Pdf free By michael wilkinson the secrets of facilitation the smart guide to getting results with groups 2nd edition (2023)

The Secrets of Facilitation The Secrets of Facilitation The Secrets of Facilitation The Secrets of Facilitation The Secrets of Facilitation Art Of Facilitation Facilitating the Project Lifecycle Facilitator's Guide to Participatory Decision-Making Mastering Facilitation Advanced Facilitation Strategies The Executive Guide to Facilitating Strategy The Art of Facilitation The Skilled Facilitator Practical Facilitation Facilitating with Ease! The Facilitator's Fieldbook Facilitation at a Glance! Design to Engage Sprint (Republish) The Facilitator's Book of Questions Million Dollar Consulting Build Your Model for Leading Change Extreme Facilitation Visual Meetings Unlocking the Magic of Facilitation 42 Rules for Your New Leadership Role EBOOK: Facilitating Groups Facilitation Skills Trade and Transport Facilitation Assessment Communities of Practice The Graphic Facilitator's Guide The Results Facilitator The Art of Facilitation The Surprising Power of Liberating Structures Holding Change Facilitating Empowerment The IAF Handbook of Group Facilitation Dare to Lead The Workshop Book Facilitating Breakthrough

The Secrets of Facilitation 2012-10-09

the revised edition of this facilitation classic offers a wealth of targeted techniques for facilitators who seek effective consistent and repeatable results based on michael wilkinson s proven smart structured meeting and relating techniques approach the secrets of facilitation can help to achieve stellar results when managing presenting teaching planning and selling as well as other professional and personal situations this expanded edition includes new chapters on facilitating virtual meetings cross cultural teams and large groups and conferences it also provides a series of strategies for engaging teams additional information about making meetings more productive and further guidance on preventing dysfunctional behavior in addition the book contains a wealth of fresh case studies and an ancillary website with must have tools and techniques for both the beginner and the seasoned facilitator praise for the first edition of the secrets of facilitation one of the single most powerful processes is the ability to successfully lead a group to an impactful actionable outcome in the secrets of facilitation beginning and experienced facilitators alike will find tools to take their results to the next level jim canfield chief learning officer tec international this book shares the secrets that have been the basis of my facilitation practice for over a decade kerri mcbride past chair international association of facilitators in my career i ve seen many many facilitators michael wilkinson is the best the secrets explain why len roberts ceo radioshack we have trained over 100 leaders and business analysts in the secrets great facilitation works peter scott executive general manager mlc national australia bank at last there is a practical hands on guide for anyone who works with groups or teams this book delivers ann herrmann nehdi ceo herrmann international herrmann brain dominance indicator

The Secrets of Facilitation 2012-06-19

the secrets of facilitation delivers a clear vision of facilitation excellence and reveals the specific techniques effective facilitators use to produce consistent repeatable results with groups author michael wilkinson has trained thousands of managers mediators analysts and consultants around the world to apply the power of smart structured meeting and relating techniques facilitation to achieve amazing results with teams and task forces he shows how anyone can use these proven group techniques in conflict resolution consulting managing presenting teaching planning selling and other professional as well as personal situations

The Secrets of Facilitation 2012-08-28

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The Secrets of Facilitation 2004

how to get groups to work with one another within any business organization

The Secrets of Facilitation 2012

step by step facilitating the project lifecycle guides the project manager facilitator in making smart choices about when and how to pull key talent together to spell success for the project and ultimately the organization the authors will help you understand the benefits of using facilitated group work sessions to get real work done during a project and get it done better and more efficiently than more traditional individual work approaches in addition the book includes recommendations for capitalizing on group knowledge to accelerate the building of key project deliverables and ensure their quality as they are built a work session structure for planning delivering and following up facilitated work sessions guides for building key project deliverables sample agendas proven techniques for managing the group dynamics

Art Of Facilitation 1995-10-22

the best book on collaboration ever written diane flannery founding ceo juma ventures and now this classic book is even better much better completely revised and updated the second edition is loaded with new tools and techniques two powerful new chapters on agenda design a full section devoted to reaching closure more than twice as many tools for handling difficult dynamics 70 brand new pages and over 100 pages significantly improved

Facilitating the Project Lifecycle 2005-08-05

with business and organisations moving at an ever faster pace and facing evermore demanding challenges the need for efficient succinct and productive interaction between individuals of those businesses and organisations is more important than ever with the bounds of communication restrictions abandoned through technological advances we can now see and hear anyone across any manner of virtual platforms anywhere around the globe and with a greater understanding of the underlying dynamics of human interaction unprecedented pressure has been thrust upon the individual or individuals who often enable these dynamic interactions the facilitator many of us have at one time or other been responsible for a meeting whether between a small number of individuals or an entire organisation of hundreds or possibly thousands of businessmen and women or perhaps we've had to be the mediator in a family dispute closer to home or managed a discussion between two feuding friends or colleagues one way or another chances are all of us have been a facilitator at some point in our lives with the ever growing demands placed on facilitators this book delivers a methodical and structured approach to facilitation this book is the definitive guide to instruct and assist facilitators both new and experienced with a set of guidelines and underlying theory that will benefit any facilitator whether as a mediator between two individuals single handedly facilitating a group of 100 or working as part of a facilitation team in a multinational corporation the first part of the book develops the core basic skills of those new to the art of facilitating there are many examples and exercises to show the reader how to apply them in different situations the second part of the book is for more experienced facilitators as it focuses on more advanced skills and tackling difficult situations specific tools and techniques are illustrated for the reader essentially this book is aimed at developing and mastering the art of facilitation facilitation is the art of getting the best out of groups of people to brainstorm solve problems and gain consensus based on 30 years experience of the author and running multiple facilitation training courses across the globe this book is aimed at upskilling people managers and leaders to drive change and consensus with groups through running workshops and meetings

Facilitator's Guide to Participatory Decision-Making 2011-03-10

from ingrid bens the author of the best selling book facilitating with ease comes the next step resource for project leaders managers community leaders teachers and other facilitators who want to hone their skills in order to deal with complex situations advanced facilitation strategies is a field guide that offers practical strategies and techniques for working with challenging everyday situations these proven strategies and techniques are based on experience gleaned from hundreds of facilitated activities in organizations of all sizes and in all sectors both novice and seasoned facilitators who have had firsthand experience designing and leading meetings will benefit from this reality based playbook advanced facilitation strategies is filled with the information facilitators need to become better at diagnosing facilitation assignments and creating effective process designs broaden their repertoire of tools to make impromptu design changes whenever they are needed learn to be more resilient and confident when dealing with dysfunctional situations and difficult people

Mastering Facilitation 2020-10-14

the executive guide to facilitating strategy provides executives leaders and facilitators with a step by step resource for guiding their team through all phases of the strategic planning process from gaining the team s buy in to do planning and identify strategic issues all the way through organization alignment implementation monitoring and making adjustments

Advanced Facilitation Strategies 2012-07-05

world renowned facilitation group and meetings dynamics guru explains how to run great meetings dr dale hunter s classic guide includes all the latest findings and research on facilitation written by an international expert it s the go to sourcebook for people involved in human resources management mediation team leadership performance management and individual and team coaching if you re someone who is responsible for effective group and inter personal dynamics this is the bible interpersonal dynamics can unravel the best of managerial intentions worse still a little knowledge in untrained hands can lead to managers manufacturing consent and manipulating people to agree to management goals hunter s book is a sobering reminder of how many managers directors and business leaders are stumbling about in the dark with very few skills when it comes to unlocking individual and group potential the art of facilitation will sit comfortably on the bookshelf of anyone wanting to learn more about harnessing group energy to attain a common goal ruth le pla management magazine may 2007

The Executive Guide to Facilitating Strategy 2011-10-03

when it was published in 1994 roger schwarz s the skilledfacilitator earned widespread critical acclaim and became a landmark in the field the book is a classic work for consultants facilitators managers leaders trainers and coaches anyone whose role is to facilitate and guide groups toward realizing theircreative and problem solving potential this thoroughly revisededition provides the essential materials for anyone that workswithin the field of facilitation and includes simple but effectiveground rules for group interaction filled with illustrativeexamples the book contains proven techniques for starting meetingson the right foot and ending them positively and decisively thisimportant resource also offers practical methods for handlingemotions when they arise in a group and offers a diagnosticapproach for identifying and solving problems that can underminethe group process

The Art of Facilitation 2012-03-01

a facilitator helps groups of people to enable them to interact more effectively in a wide range of situations and occupations including workplaces organizational planning leisure and health activities and community development facilitation is an emerging and exciting profession

The Skilled Facilitator 2002-10-08

the definitive guide to running productive meetings facilitating with ease has become the go to handbook for those who lead meetings training and other business gatherings packed with information effective practices and invaluable advice this book is the comprehensive handbook for anyone who believes meetings should be productive relevant and as short as possible dozens of exercises surveys and checklists will help transform anyone into a skilled facilitator and clear actionable guidance makes implementation a breeze this new fourth edition includes a new chapter on questioning plus new material surrounding diversity globalization technology feedback distance teams difficult executives diverse locations personal growth meeting management and much more with in depth expert guidance from planning to closing this book provides facilitators with an invaluable resource for learning or training before you run another meeting discover the practices processes and techniques that turn you from a referee to an effective facilitator this book provides a wealth of tools and insights that you can put into action today run productive meetings that get real results keep discussions on track and facilitate the exchange of ideas resolve conflict and deal with difficult individuals train leaders and others to facilitate effectively poorly run meetings are an interruption in the day and accomplish little other than putting everyone behind in their real work on the other hand a meeting run by an effective facilitator makes everyone s job easier decisions get made strategies are improved answers are given and new ideas bubble to the surface a productive meeting makes everyone happy and results in real benefits that spread throughout the organization facilitating with ease is the skill building guide to running great meetings with confidence and results

Practical Facilitation 2005-11-03

an invaluable guide that provides you with the comprehensive tools and knowledge you need to help your teams and ultimately your organization succeed the completely revised third edition of this longtime go to resource for novice and experienced facilitators provides new team building exercises as well as updated information on virtual meetings mediation strategic planning and much more loaded with procedures checklists guidelines samples and templates the facilitator s fieldbook covers all the key areas of successful team management including establishing ground rules planning meetings and agendas brainstorming resolving conflict making decisions and

helping groups optimize their time you'll also gain tips on maintaining the tone and flow of meetings and will learn to determine when to delegate projects to individuals rather than assembling a group collaborative projects have become an increasingly prevalent feature of modern business strategies and workplace dynamics but intentional strategic facilitation is essential to making sure these groups and teams are effective

Facilitating with Ease! 2017-10-30

shows the techniques of facilitation in action presents real life examples of common pitfalls and demonstrates the facilitation strategies needed to avoid them

The Facilitator's Fieldbook 2012-08-31

facilitators exist wherever learning happens anyone who works in a community organization a corporation a government or a healthcare environment can end up leading a workshop running a course or otherwise facilitating others learning facilitators can also be consultants or post secondary instructors who have been hired to lead one course or more however many people haven't been trained in how to facilitate learning effectively design to engage is a how to book that will help you become an effective designer and facilitator of learning events you will learn about facilitation roles and responsibilities discover what good learning experiences look like plan for and design effective learning events using practical straightforward design strategies raise your awareness about how to create inclusive comfortable environments along with specific recommendations on developing the skills and strategies necessary to be an effective facilitator you'll find priceless advice on creating participatory activities to keep learners involved assessing participants learning gathering feedback about learning experiences and how to grow your facilitation practice the more engaging and interactive you make your learning events the more people will actually learn from them practical accessible and jam packed with tools to support facilitators to create impactful learning experiences design to engage is a revelation and an inspiration

Facilitation at a Glance! 2008

anda mungkin beruntung memiliki pekerjaan atau proyek mendatang dengan visi yang cemerlang namun upaya mewujudkan visi ini sering kali tak mudah setiap hari anda gampang sekali terjebak dalam berbagai hal surel yang seolah tiada habisnya tenggat yang molor rapat rapat seharian yang menyita waktu dan proyek jangka panjang yang hanya berdasarkan asumsi sudah waktunya anda mencoba sprint sebuah metode untuk memecahkan masalah dan menguji ide ide baru menyelesaikan lebih banyak hal dengan efisien buku ini ditulis jake knapp mantan design partner google ventures untuk menuntun anda merasakan pengalaman menerapkan metode yang telah

mendunia ini sprint mewujudkan pengekseskusan ide besar hanya dalam lima hari menuntun tim anda dengan checklist lengkap mulai dari senin hingga jumat menjawab segala pertanyaan penting yang sering kali hanya disimpan di benak mereka yang sedang menguji ide konsep produk sprint juga membantu anda lebih menikmati setiap proses anda bisa mengamati dan bergabung dengan ratusan dari pelaku sprint di seluruh dunia melalui tagar sprintweek di twitter sebuah proyek besar terjadi pada 2009 seorang insinyur gmail bernama peter balsiger mencetuskan ide mengenai surel yang bisa teratur secara otomatis saya sangat tertarik dengan idenya yang disebut kotak masuk prioritas dan merekrut insinyur lain annie chen untuk bergabung bersama kami annie setuju tetapi dia hanya punya waktu sebulan untuk mengerjakannya kalau kami tidak bisa membuktikan bahwa ide itu bisa diterapkan dalam jangka waktu tersebut annie akan beralih ke proyek lainnya saya yakin waktunya tidak akan cukup tetapi annie adalah insinyur yang luar biasa jadi saya memutuskan untuk menjalaninya saja kami membagi waktu sebulan itu ke dalam empat bagian yang masing masing lamanya seminggu setiap pekan kami menggarap desain baru annie dan peter membuat purwarupa lalu pada akhir minggu kami menguji desain ini bersama beberapa ratus orang lainnya pada akhir bulan kami menemukan solusi yang bisa dipahami dan diinginkan orang orang annie tetap menjadi pemimpin untuk tim kotak masuk prioritas dan entah bagaimana caranya kami berhasil menyelesaikan tugas desainnya dalam waktu yang lebih singkat dari biasanya beberapa bulan kemudian saya mengunjungi serge lachapelle dan mikael drugge dua orang karyawan google di stockholm kami bertiga ingin menguji ide perangkat lunak untuk konferensi video yang bisa dijalankan lewat peramban karena saya berada di kota tersebut hanya selama beberapa hari kami bekerja secepat mungkin pada penghujung kunjungan saya kami berhasil menyelesaikan purwarupanya kami mengirimkannya ke rekan kerja kami lewat surel dan mulai menggunakannya dalam rapat dalam beberapa bulan seluruh perusahaan sudah bisa menggunakannya selanjutnya versi yang sudah dipoles dan disempurnakan dari aplikasi berbasis web tersebut dikenal sebagai google hangouts dalam kedua kasus tersebut saya menyadari bahwa saya bekerja jauh lebih efektif ketimbang rutinitas kerja harian saya atau ketika mengikuti lokakarya diskusi sumbang saran apa yang membedakannya saya menimbang kembali lokakarya tim yang saya gagas sebelumnya bagaimana kalau saya memasukkan elemen ajaib lainnya fokus pada kerja individu waktu untuk membuat purwarupa dan tenggat yang tak bisa ditawar saya lalu menyebutkan sprint desain saya membuat jadwal kasar untuk sprint pertama saya satu hari untuk berbagi informasi dan mereka ide diikuti dengan empat hari pembuatan purwarupa sekali lagi tim google menyambut baik eksperimen ini saya memimpin sprint untuk mendesain chrome google search gmail dan proyek proyek lainnya ini sangat menarik sprint ini berhasil ide ide diuji dibangun diluncurkan dan yang terbaik kebanyakan dari ide ide ini berhasil diterapkan dalam dunia nyata proses sprint menyebar di seisi google dari satu tim ke tim lain dari satu kantor ke kantor lain seorang desainer dari google x tertarik dengan metode ini jadi dia menjalankan sprint untuk sebuah tim di google ads anggota tim dalam sprint di ads kemudian menyampaikannya kepada kolega mereka dan begitu seterusnya dalam waktu singkat saya mendengar penerapan sprint dari orang orang yang tidak saya kenal dalam perjalanannya saya membuat beberapa kesalahan sprint pertama saya melibatkan empat puluh orang jumlah yang sangat besar dan justru hampir menghambat sprint tersebut bahkan sebelum dimulai saya menyesuaikan waktu yang diperlukan untuk mengembangkan ide dan pembuatan purwarupa saya jadi memahami mana yang terlalu cepat terlalu lambat hingga akhirnya menemukan yang waktu paling sesuai beberapa tahun kemudian saya bertemu bill maris untuk membicarakan sprint bill

adalah ceo google ventures perusahaan modal ventura yang didirikan google untuk berinvestasi pada startup startup potensial dia adalah salah satu orang berpengaruh di silicon valley namun anda tidak akan menyangkanya dari pembawaannya yang santai pada sore itu dia mengenakan pakaian khasnya yaitu topi bisbol dan kaus dengan tulisan tentang vermont bill tertarik untuk menjalankan sprint dengan startup dalam portofolio gv startup biasanya hanya memiliki satu kesempatan emas untuk mendesain sebuah produk yang sukses sebelum akhirnya kehabisan dana sprint bisa membantu mencari tahu apakah startup startup ini berada di jalur yang tepat sebelum akhirnya mereka bisa berkecimpung dalam tahapan yang lebih berisiko untuk membangun dan meluncurkan produk mereka dengan menjalankan sprint mereka bisa mendapatkan sekaligus menghemat uang namun agar berhasil saya harus menyesuaikan proses sprint ini saya sudah berpikir mengenai produktivitas individu dan tim selama beberapa tahun namun saya hampir tidak tahu apa apa mengenai startup dan kebutuhan bisnis mereka tetap saja antusiasme bill meyakinkan saya bahwa google ventures adalah tempat yang tepat untuk menerapkan sprint sekaligus tempat yang tepat bagi saya ini misi kita ujanya untuk bisa menemukan entrepreneur terbaik di muka bumi dan membantu mereka membuat dunia ini menjadi tempat yang lebih baik saya tentu tak bisa menolaknya di gv saya bergabung dengan tiga rekan lain braden kowitz john zeratsky dan michael margolis bersama kami mulai menjalankan sprint dengan startup startup bereksperimen dengan prosesnya dan menguji hasilnya agar bisa menemukan cara untuk memperbaikinya ide ide dalam buku ini lahir dari semua anggota tim kami braden kowitz memasukkan desain berbasis cerita dalam proses sprint sebuah pendekatan tak biasa yang berfokus pada pengalaman konsumen alih alih komponen individu atau teknologi john zeratsky membantu kami memulai dari akhir sehingga tiap sprint bisa membantu menjawab berbagai pertanyaan bisnis paling penting braden dan john memiliki pengalaman dalam bisnis dan startup hal yang tidak saya miliki dan mereka menyesuaikan prosesnya untuk menciptakan fokus yang lebih baik dan keputusan yang lebih cerdas di tiap sprint michael margolis mendorong kami untuk mengakhiri tiap sprint dengan pengujian di dunia nyata dia menjalankan riset konsumen yang perencanaan dan pelaksanaannya bisa menghabiskan waktu berminggu minggu dan menemukan cara untuk mendapatkan hasil yang jelas hanya dalam sehari ini benar benar sebuah keajaiban kami tidak perlu lagi menebak nebak apakah solusi kami bagus atau tidak karena di akhir tiap sprint kami mendapatkan jawabannya kemudian ada daniel burka seorang entrepreneur yang mendirikan dua startup sebelum menjual salah satunya ke google dan bergabung dengan gv saat kali pertama menjelaskan proses sprint kepadanya dia skeptis baginya sprint terdengar seperti serangkaian proses manajemen yang rumit namun dia sepakat untuk mencoba salah satunya dalam sprint pertama itu kami memangkas prosesnya dan menciptakan sesuatu yang ambisius hanya dalam sepekan saya benar benar jatuh hati setelah kami berhasil meyakinkannya pengalaman langsung daniel sebagai seorang pendiri startup dan sikapnya yang tidak menoleransi omong kosong membantu kami menyempurnakan prosesnya sejak sprint pertama di gv pada 2012 kami telah beradaptasi dan bereksperimen mulanya kami mengira pembuatan purwarupa dan riset yang cepat hanya akan berhasil untuk produk berskala besar mampukah kami bergerak sama cepatnya jika konsumen kami adalah para ahli di berbagai bidang seperti kesehatan dan keuangan tanpa disangka proses lima hari ini bisa bertahan proses ini sesuai untuk semua jenis konsumen mulai dari investor sampai petani dari onkolog sampai pemilik bisnis skala kecil juga bagi situs web aplikasi iphone laporan medis hingga perangkat keras berteknologi tinggi tidak hanya untuk mengembangkan produk kami juga menggunakan sprint untuk

menentukan prioritas strategi pemasaran bahkan menamai perusahaan proses ini berulang ulang menyatukan tim dan menjadikan ide ide menjadi nyata selama beberapa tahun belakangan tim kami mendapatkan beragam kesempatan untuk bereksperimen dan memvalidasi ide kami mengenai proses kerja kami menjalankan lebih dari seratus sprint bersama dengan startup startup dalam portofolio gv kami bekerja bersama sekaligus belajar dari para entrepreneur brilian seperti anne wojcicki pendiri 23andme ev williams pendiri twitter blogger dan medium serta chad hurley dan steve chen pendiri youtube pada awalnya saya hanya ingin membuat hari hari kerja saya efisien dan berkualitas saya ingin berfokus pada apa yang benar benar penting dan menjadikan waktu saya berharga bagi saya tim dan konsumen kami kini lebih dari satu dekade kemudian proses sprint secara konsisten telah membantu saya meraih mimpi tersebut dan saya sangat senang berbagi mengenai hal tersebut dengan anda dalam buku ini dengan keberuntungan anda bisa memilih pekerjaan anda karena visi yang tajam anda ingin berbagi visi tersebut kepada dunia baik yang berupa pesan layanan maupun pengalaman dengan perangkat lunak maupun keras atau bahkan sebagaimana dicontohkan dalam buku ini sebuah cerita atau ide namun mewujudkan visi ini tak mudah gampang sekali terjebak dalam berbagai hal surel yang seolah tiada habisnya tenggat yang molor rapat rapat seharian yang menyita waktu anda dan proyek jangka panjang yang hanya berdasarkan asumsi prosesnya tidak harus selalu seperti ini sprint menawarkan jalur untuk memecahkan masalah masalah besar menguji ide ide baru menyelesaikan lebih banyak hal dan melakukan semuanya dengan lebih cepat sprint juga membantu anda lebih menikmati prosesnya dengan kata lain anda benar benar harus mencobanya sendiri ayo kita mulai

jake knapp san francisco februari 2016 mizan bentang pustaka manajemen ide kreatif inovasi motivasi dewasa indonesia spesial seri bentang bisnis startup

Design to Engage 2021-01-04

the long awaited update for building a thriving consultancy completely updated for today s busier than ever consultants this classic guide covers the ins and outs for competing and winning in this ultracompetitive field you ll find step by step advice on how to raise capital attract clients create a marketing plan and grow your business into a 1 million per year firm plus brand new material on blogging and social networking global consulting delegating labor profiting in a troubled market retainer business internet marketing praise for the previous editions of million dollar consulting if you re interested in becoming a rich consultant this book is a must read robert f mager founder and president mager associates and member of the training development hall of fame blast out of the per diem trap and into value billing jim kennedy founder publisher and editor consultants news the advice on developing price structure alone is worth a hundred times the price of the book william c byham ph d author of zapp must reading for those who are beginning a practice or seeking to upgrade an existing practice victor h vroom john g searle professor school of management yale university

Sprint (Republish) 2018-07-19

extreme facilitation picks up where other books on the topic leave off to present a revolutionary method that helps large unwieldy adversarial and apparently dysfunctional groups achieve consensus and reach objectives on divisive and contentious issues no matter how long the group has been struggling throughout the book expert facilitator suzanne ghaiss shows how extreme facilitation which puts on the emphasis on creativity flexibility and customization can change how group members interact with one another and how participants view the issues even in the most challenging and exceptionally difficult situations extreme facilitation covers the preparatory phases of the process including assessment convening and contracting ghaiss also offers vital information on process design and tips for handling situations that many facilitators find particularly challenging

The Facilitator's Book of Questions 2004

use eye popping visual tools to energize your people just as social networking has reclaimed the internet for human interactivity and co creation the visual meetings movement is reclaiming creativity productivity and playful exchange for serious work in groups visual meetings explains how anyone can implement powerful visual tools and how these tools are being used in silicon valley and elsewhere to facilitate both face to face and virtual group work this dynamic and richly illustrated resource gives meeting leaders presenters and consultants a slew of exciting tricks and tools including graphic recording visual planning story boarding graphic templates idea mapping etc creative ways to energize team building sales presentations staff meetings strategy sessions brainstorming and more getting beyond paper and whiteboards to engage new media platforms understanding emerging visual language for leading groups unlocking formerly untapped creative resources for business success visual meetings will help you and your team communicate ideas more effectively and engagingly

Million Dollar Consulting 2009-09-17

have you ever been in a training and marveled at how quickly the time flew by genuinely enjoyed a meeting you were expecting to dread learned something powerful about a topic you thought wouldn't engage you experienced an intimate vulnerable transformative moment with a group of total strangers then you've witnessed the magic of facilitation like all magic tricks though they seem to defy reason when you're spectating for the first time once the secrets of facilitation are unveiled to you you'll look back with a bland obviousness of course that's how it's done in this book co authors and social justice facilitators sam killermann and meg bolger teach you how to perform the favorite tricks they keep up their sleeve it's the learning they've accumulated from thousands of hours of facilitating debriefing challenging

and failing it's the lessons from their mentors channeled through their experience it's the magician's secrets revealed to the public because it's about time folks have the privilege of looking behind the curtain of facilitation and thinking of course that's how it's done this book highlights 11 key concepts every facilitator should know that most facilitators don't even know they should know they are sometimes tiny things that show up huge in facilitation it's a book for facilitators of all stripes goals backgrounds and settings and the digestible enjoyable actionable lessons would benefit anyone who is responsible for engaging a group of people in learning

Build Your Model for Leading Change 2023-02-22

drawing from extensive interviews with corporate leaders and the author's 20 years as a strategy consultant and executive coach these rules form an essential leadership manual

Extreme Facilitation 2005-03-28

every manager every coach every hr professional every trainer every team leader anyone who needs to get the best out of a group needs to know how to facilitate facilitation bypasses coercion teaching or chairing it's about how to read a group how to challenge appropriately and how to name the apparently unnameable it's about being able to design events which perfectly match what the group needs and then to run such events with aplomb facilitating groups now fully revised in this new edition is written by a facilitator with 30 years of experience and cuts to the heart of the practical skills that any facilitator needs

Visual Meetings 2010-08-26

who are going to be keenest to use what they've just learned the people you told or the people you helped work it out for themselves which change is going to deliver the fastest results the one that was imposed or the one that you helped a team develop and agree for itself facilitation is an essential skill for learning professionals and managers who want to deliver lasting and productive results as a facilitator you can maximise performance by tapping into the experience potential and enthusiasm of an organisation's people by empowering individuals and teams to take responsibility for their own learning and achievements you can dramatically increase their chances of success frances and roland bee discuss the role skills and processes of group facilitation and show you how to refine core skills such as rapport building active listening and effective questioning design learning events that are really learner centred use practical techniques for getting groups started generating ideas and solving problems overcome concerns about loss of control handle challenging situations such as lack of engagement cynicism and anger one of the most valuable people in any organisation is the one who can help others solve problems change and develop this book gives you the skills to become that facilitator

Unlocking the Magic of Facilitation 2016

the trade and transport facilitation assessment ttfa is a tool for identifying inefficiencies in international supply chains that limit a country's ability to compete in international trade the ttfa examines problems that affect not only exports competitiveness but also the ability to import and distribute inputs to production and consumer goods this new ttfa toolkit was developed to meet the growing demand for facilitation and logistics reforms in an environment of increasing global competition and expanded trade in intermediate goods it reflects practical experience and the change in the nature of demand from developing countries the ttfa focuses on simplification and harmonization of trade related procedures and identifies the opportunities for improving logistics services infrastructure and the overall performance of specific supply chains it also outlines practices to develop plans of action with proper interactions with government agencies and stakeholders

42 Rules for Your New Leadership Role 2012-08

in this book about communities of practice in the international higher education sector the authors articulate the theoretical foundations of communities of practice cops research into their application in higher education leadership roles and how cops sustain and support professional learning research demonstrates that communities of practice build professional and personal links both within and across faculty student services and administrative and support units this book describes how community of practice members may be physically co located and how social media can be used to connect members across geographically diverse locations it positions higher education communities of practice within the broader community of practice and social learning literature and articulates the importance of community of practice leadership roles and the growing focus on the use of social media for community of practice implementation the multiple perspectives provide higher education leaders academic and professional staff with the means to establish or reflect on existing cops by sharing insights and critical reflections on their implementation strategies practical guidelines and ideas on how community of practice's theoretical underpinnings can be tailored to the higher education context

EBOOK: Facilitating Groups 2010-05-16

graphic facilitation is the practice of using words and images to create a conceptual map of a conversation a graphic facilitator is the visual usually silent partner to the traditional verbal facilitator drawing a large scale image at the front of the room in real time graphic facilitation is both process and product watching the graphic facilitator create the map as the group speaks is highly experiential and immediate it focuses the group as they work aiding concentration by capturing and organizing their ideas everyone can watch their ideas

take shape

Facilitation Skills 1998

a facilitator has been traditionally defined as someone who helps a group of people understand their objectives and assists them in planning to achieve them without taking a position in the discussion recently the international standards organization's ISO 9001 implementation and other long term multi year team involvement has challenged neutrality in all cases and has created a new type of facilitator the results facilitator the results facilitator expert manager mentor identifies the skills training and education that today's facilitators must possess outlining the new role of the facilitator it presents powerful tools and techniques that can help facilitators achieve success continuous learning is a must and should follow the model learn practice evaluate act the book demonstrates the use of critical success factors CSFs for measuring progress toward achieving the objectives of a long term program it also supplies authoritative guidance on how to effectively plan conduct and complete meeting responsibilities what can go wrong for a facilitator is outlined and methods to eliminate or mitigate these undesired situations are shown the text details the core competencies that have been established by the international institute for facilitators IIFAC as well as the international association of facilitators IAF it shows where improvements can be made in each and recommends a joint IAF and IIFAC effort to consolidate into one facilitator's competency list the book explains the need for an additional phase to the Tuckman's group dynamic model it shows several coaching processes including how to use the Toyota production system's kata for team improvement the chapters have a facilitator exercise at the ends to help the reader apply their new knowledge to build their confidence and knowledge

Trade and Transport Facilitation Assessment 2010-06-24

Dale Hunter has done it again she has taken what was already a must read for our industry updated it transformed it and produced both a road map for aspiring facilitators and a value added toolbox for crafty veterans the making intervention and processes chapters alone contain more insights than most books in their entirety Michael Wilkinson author the secrets of facilitation this thoroughly revised edition of the classic book on facilitation offers the most current research available on the topics of facilitation and group dynamics a comprehensive resource for facilitators trainers HR professionals and consultants the art of facilitation describes the profession of group facilitation and the role of a facilitator and outlines the key elements of facilitation the book also examines the most common challenges that facilitators face as well as the ethical issues that pertain to the facilitation process written by Dr Dale Hunter acclaimed facilitator mediator and coach this revised edition includes new information on facilitation in organizations sustainability therapeutic group work and online facilitation the book also includes an examination of the wide range of approaches and methods that have emerged in the field in recent years in addition to providing an updated guide to the topic the book contains a training program that can be used by a group of

aspiring facilitators as a peer learning framework it also includes fifty two processes that are useful for both facilitators and facilitation educators alike

Communities of Practice 2016-11-14

smart leaders know that they would greatly increase productivity and innovation if only they could get everyone fully engaged so do professors facilitators and all changemakers the challenge is how liberating structures are novel practical and no nonsense methods to help you accomplish this goal with groups of any size prepare to be surprised by how simple and easy they are for anyone to use this book shows you how with detailed descriptions for putting them into practice plus tips on how to get started and traps to avoid it takes the design and facilitation methods experts use and puts them within reach of anyone in any organization or initiative from the frontline to the c suite part one the hidden structure of engagement will ground you with the conceptual framework and vocabulary of liberating structures it contrasts liberating structures with conventional methods and shows the benefits of using them to transform the way people collaborate learn and discover solutions together part two getting started and beyond offers guidelines for experimenting in a wide range of applications from small group interactions to system wide initiatives meetings projects problem solving change initiatives product launches strategy development etc part three stories from the field illustrates the endless possibilities liberating structures offer with stories from users around the world in all types of organizations from healthcare to academic to military to global business enterprises from judicial and legislative environments to r d part four the field guide for including engaging and unleashing everyone describes how to use each of the 33 liberating structures with step by step explanations of what to do and what to expect discover today what liberating structures can do for you without expensive investments complicated training or difficult restructuring liberate everyone s contributions all it takes is the determination to experiment

The Graphic Facilitator's Guide 2012

facilitation and mediation are important skills in our highly organized world holding change is a guide for attending to both in ways that align with nature with pleasure with our best imaginings of our future it provides lessons for generating the ease necessary to move through life s inevitable struggles and for practicing the art of holding others without losing ourselves black feminists have evolved this wisdom but it can serve anyone working to create change individually interpersonally and within our organizations the majority of the book is sourced from brown s twenty plus years of facilitation and mediation work with additional wisdom from a selection of living black feminist facilitators and mediators

The Results Facilitator 2014-12-03

empowerment is a term that has grown in use dramatically in community development and the business world in recent years until now however few books have actually detailed the processes that individuals and groups can use in order to behave and act in a more empowered way this thought provoking book demystifies power and challenges the narrow ways in which it has been described in the past empowerment is about choice and this well researched book is packed with proven techniques and numerous exercises that will enable adult learners to analyze their past experiences change accepted definitions of power and empowerment and develop strategies to address problems and projects in a more empowered way the author encourages facilitators trainers and individuals to adopt and adapt the wide variety of tools included in this book tools that include card sorts stories and myths exercises to practise new skills film analysis and the author's personal experiences the book also includes detailed case studies from a variety of settings business education healthcare and social work and a sample empowerment workshop framework complete with instructions for workshop participants the processes have been used to great effect in europe the usa canada and australasia they have also been very successfully applied within a number of different cultures including aboriginal groups in australia moslem women in malaysia cross cultural groups in south africa danish and nepalese development workers in kathmandu and lecturers in mongolia

The Art of Facilitation 2009-08-31

sponsored by the international association of facilitators the iaf handbook of group facilitation offers the need to know basics in the field brought together by fifty leading practitioners and scholars this indispensable resource includes successful strategies and methods foundations and resources for anyone who works with groups the iaf handbook of group facilitation provides an overview of the field for new and aspiring practitioners and a reliable reference for experienced group facilitators including chapters on creating positive ongoing client relationships building trust and improving communications facilitating group brainstorming sessions drawing out the best in people developing a collaborative environment designing and facilitating dialogue managing conflicting agendas working with multicultural groups using improvisation understanding virtual meetings facilitating team start up assessing group decision processes building expertise in facilitation reviewing core facilitation competencies modeling positive professional attitudes

The Surprising Power of Liberating Structures 2014-10-28

in her 1 nyt bestseller brené brown taught us what it means to dare greatly rise strong and brave the wilderness now based on new research conducted with leaders change makers and culture shifters she's showing us how to put those ideas into practice so we can step

up and lead leadership is not about titles status and power over people leaders are people who hold themselves accountable for recognising the potential in people and ideas and developing that potential this is a book for everyone who is ready to choose courage over comfort make a difference and lead when we dare to lead we don't pretend to have the right answers we stay curious and ask the right questions we don't see power as finite and hoard it we know that power becomes infinite when we share it and work to align authority and accountability we don't avoid difficult conversations and situations we lean into the vulnerability that's necessary to do good work but daring leadership in a culture that's defined by scarcity fear and uncertainty requires building courage skills which are uniquely human the irony is that we're choosing not to invest in developing the hearts and minds of leaders at the same time we're scrambling to figure out what we have to offer that machines can't do better and faster what can we do better empathy connection and courage to start brené brown spent the past two decades researching the emotions that give meaning to our lives over the past seven years she found that leaders in organisations ranging from small entrepreneurial start-ups and family owned businesses to non-profits civic organisations and fortune 50 companies are asking the same questions how do you cultivate braver more daring leaders and how do you embed the value of courage in your culture dare to lead answers these questions and gives us actionable strategies and real examples from her new research based courage building programme brené writes one of the most important findings of my career is that courage can be taught developed and measured courage is a collection of four skill sets supported by twenty-eight behaviours all it requires is a commitment to doing bold work having tough conversations and showing up with our whole hearts easy no choosing courage over comfort is not easy worth it always we want to be brave with our lives and work it's why we're here

Holding Change 2021-04-22

based on methods developed and proven in business this highly visual and practical book will show readers how to design lead and run effective workshops the tools you need to design and lead successful workshops yourself ways to enhance the collective intelligence of any team keeping them focussed and engaged tricks and tips for structuring time to generate maximum productivity in a limited session advice on how to find inspiration and creativity to generate great ideas for any industry or brief workshop fundamentals so you can add your own flair the full text downloaded to your computer with ebooks you can search for key concepts words and phrases make highlights and notes as you study share your notes with friends ebooks are downloaded to your computer and accessible either offline through the bookshelf available as a free download available online and also via the ipad and android apps upon purchase you'll gain instant access to this ebook time limit the ebooks products do not have an expiry date you will continue to access your digital ebook products whilst you have your bookshelf installed

Facilitating Empowerment 2012

making progress on complex problematic situations requires a new approach to working together transformative facilitation a structured and creative process for removing the obstacles to fluid forward movement it is becoming less straightforward for people to move forward together they face increasing complexity and decreasing control they need to work with more people from across more divides in such situations the most common ways of advancing some people telling others what to do or everyone just doing what they think they need to aren't adequate one better way is through facilitating but the most common approaches to facilitating bossy vertical directing from above or collegial horizontal accompanying from alongside aren't adequate they often leave the participants frustrated and yearning for breakthrough this book describes a new approach transformative facilitation it doesn't choose either the bossy vertical or the collegial horizontal approach it cycles back and forth between them rather than forcing or cajoling the facilitator removes the obstacles that stand in the way of people contributing and connecting equitably it enables people to bring their whole selves to the process this book is for anyone who helps people work together to transform their situation be it a professional facilitator manager consultant coach chairperson organizer mediator stakeholder or friend it offers a broad and bold vision of the contribution that facilitation can make to helping people collaborate to make progress

The IAF Handbook of Group Facilitation 2012-06-15

Dare to Lead 2018-10-11

The Workshop Book 2016-07-26

Facilitating Breakthrough 2021-08-31

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