

FACILITATING WITH EASE!

Core Skills for Facilitators, Team Leaders
and Members, Managers, Consultants,
and Trainers

Ingrid Bens



4TH EDITION



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Facilitating With Ease Ingrid Bens

Jessica J Manson



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Facilitating with Ease! Ingrid Bens, 2017-10-18 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

Advanced Facilitation Strategies Ingrid Bens, 2005-08-08 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

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concepts of facilitation to the leadership role and demonstrates that facilitation is an effective work style not merely a meeting technique Throughout the book Bens outlines the organizational and personal benefits of facilitative leadership and includes useful checklists to help leaders determine the situations when facilitative leadership is most appropriate to apply Because empowerment is a core issue in the implementation of facilitative leadership the book presents a four level model that reframes empowerment from a vague concept to a concrete structuring tool *Facilitating with Ease!* Ingrid Bens,2000-01-24 If you need to facilitate productive effective meetings with skill and authority then this package is definitely for you Based on fifteen years of in the field experience it contains the same easy to follow instructions techniques and hands on tools the author has used to teach thousands of team leaders consultants supervisors and beginning managers how to facilitate with ease Complete with worksheets on CD ROM that can be customized to fit your personal needs it s a complete facilitation workshop in take home form **Facilitation Skills Inventory Participant Guide** Ingrid Bens,2009-01-20 Growing beyond the exclusive domain of professional facilitators facilitation has become a core competency for anyone who runs meetings leads a team or manages a project In addition the concept of facilitation is a vital core leadership capability Based on Ingrid Bens best selling book *Facilitating with Ease* your Participant Guide will give you an opportunity to test your facilitation skills by using the author s highly acclaimed Facilitation Skills Inventory FSI This tested assessment provides invaluable feedback on your core knowledge tactical awareness and observed behaviors A flexible tool the Facilitation Skills Inventory offers an opportunity for Corporations to use a standardized set of criteria in assessing the current skill levels and training needs of managers and leaders Employees to assess their current level of competency and help identify personal learning goals Trainers to design effective classroom activities Educational institutions to reliably test for competence The Facilitation Skills Inventory is your ideal starting point for gauging better understanding and honing your facilitation skills

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