

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, 2011-01-07 Facilitating with Ease is an updated version of the best selling resource that offers easy to follow instructions techniques and hands on tools that team leaders consultants supervisors and managers have used to learn the basics of facilitation Complete with worksheets on CD ROM that can be customized to fit your personal needs it s a complete facilitation workshop in a take home format Facilitating with Ease shows you how to run productive meetings with skill and authority and includes the information needed to train others in your organization to become confident facilitators as well The book is filled with dozens of exercises surveys and checklists that can be used to transform anyone into an effective facilitator

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

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 Facilitation Skills Inventory Administrator's Guide Set 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 These recent developments have created a significant need for standardized facilitation skills testing and accreditation that is both reliable and readily available In this training package Ingrid Bens author of the best selling book Facilitating with Ease includes all the necessary components for conducting her highly acclaimed Facilitation Skills Inventory FSI This tested assessment provides invaluable feedback on a participant s core knowledge tactical awareness and observed behaviors and the Facilitation Skills Inventory package offers a Standardized set of criteria for corporations to use in assessing the current skill levels and training needs of their managers and leaders Reliable method for employees to assess their current level of competency and help identify personal learning goals Guide for trainers to use in designing effective classroom activities Vehicle for educational institutions to reliably test for competence and award learning credits to students enrolled in human resources and management training programs The Facilitation Skills Inventory Package includes an Administrator s Guide Observer Guide and Participant Guide The package also includes samples of the Self and Observer versions of FSI The Facilitation Skills Inventory is an ideal starting point for anyone who wants to gauge better understand and hone their facilitation skills *Facilitation Skills Inventory Observer 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 Observer Guide will give you an opportunity to test participants facilitation skills by administering the author s highly acclaimed Facilitation Skills Inventory FSI This tested assessment will help you provide invaluable feedback on the participants 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 an ideal starting point for gauging better understanding and honing anyone s facilitation skills Facilitating to Lead! Ingrid Bens,2006-09-18 Of all the skill sets that support the shift from a traditional management role to a more collaborative approach none is more relevant than that of the role of the facilitator The beliefs behaviors and practices of facilitation are precisely what all leaders need to acquire and put into action In Facilitating to Lead renowned facilitation expert Ingrid Bens applies her proven

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

Facilitating IEP Meetings Ingrid Bens,2018-06-04 Individualized Education Program Meetings are vitally important When challenges occur IEP meetings can quickly go from being positive and cooperative to being contentious and stressful That s why there is a need to equip staff with needed facilitation tools and technique **Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers, 3rd Edition** Ingrid Bens,2012 *Facilitating with Ease* Since the publication of the first edition of *Facilitating with Ease* in 2000 this bestselling book has become the go to reference for anyone who wants to become skilled in the art of facilitation This thoroughly revised and updated third edition includes easy to follow instructions techniques and hands on tools that are available both in the book and on the accompanying website www.josseybass.com/go/ingridbens *Facilitating with Ease* offers the basics on running productive meetings with confidence and includes the information needed to train others to become skilled facilitators as well Filled with dozens of exercises surveys and checklists that can be used to transform anyone into an effective facilitator this revised edition covers new topics such as Why and when leaders should facilitate and how to manage

neutrality Diversity globalization new technologies and employee engagement When leaders should facilitate and when others should do it Sharing facilitation with others This new edition also includes meeting design template surveys and questionnaires Praise for Facilitating with Ease Facilitating With Ease provides clear and effective guidelines for group facilitation In China we are using this book to help organizations develop facilitative leaders who can successfully invoke the spirit of cooperation and team synergy Ren Wei professional facilitator X ian China Facilitating With Ease helps beginners as well as experienced facilitators find their way among different aspects of facilitation Easy to understand this book provides insight into the principles of facilitation and examples of practical applications for concrete situations Sieglinde Hinger Siemens Corporation Austria Facilitating with Ease is the fundamental read if you want to be an effective facilitator We refer to it all the time and consider it a core competency for our consultants Ian Madell managing director LEVEL5 Branded Business Advisors Toronto Canada If you re only going to buy one book on facilitation this is the one to buy That s what we tell the managers consultants and facilitators who attend our facilitation training programs It s a gold mine of ideas resources and practical tools Ronnie McEwan director Kinharvie Institute Glasgow Scotland I have been using Ingrid s materials for many years and find her books to be far above everything else out there This latest revision builds on wh

Facilitating With Ease Ingrid Bens: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Facilitating With Ease Ingrid Bens : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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