

**WORKSHOPS
THAT WORK**



MEETING FACILITATION 101

PRACTICAL TIPS AND BEST PRACTICES

STOP RUNNING MEETINGS & START FACILITATING THEM

If you lead a team, a task force, a board, a committee - and feel like you're getting nowhere during your sessions together, this workshop will help you turn your meetings around. It's important to know how facilitate meetings effectively so you can get the best information, reach consensus, and be productive during your time together. Learn why seating layouts matter, how to encourage everyone to participate, how to deal with off-topic interruptions, and more.



Always Be Prepared

Learn what facilitation is and how to prepare to facilitate a group.



Read the Room

Learn the different types of facilitation and steps on how to most effectively lead a session.



Huddle Up

Learn the practical application of these skills with in-class group exercises.



ABOUT YOUR INSTRUCTOR:

Tiffany Olson earned a B.S. and M.S. in Communication at Illinois State University. Over the last twenty+ years, Tiffany has taught communication courses at the college-level and now focuses her attention on corporate clients, helping them hone their skills through workshops and one-on-one coaching.

PRAISE FROM PAST ATTENDEES:

"Tiffany helped me identify why my weekly staff meetings always seemed to end up in frustration, with projects treading water. I have switched up my approach and I'm already seeing terrific results. Game changer!"