FACILITATION TRAINING

EFFECTIVE MEETINGS: ESSENTIAL FACILITATION SKILLS

Presented by the Institute for Public Administration | IPA

November 6 & 7, 2019
9 a.m. – 4 p.m.
Buena Vista Conference Center
New Castle, DE 19720

REGISTER BY OCTOBER 11.
Register for Day 1 only or both Day 1 & Day 2.

REGISTER ONLINE
www.bidenschool.udel.edu/ipa/events/upcoming

FOR MORE INFORMATION
Visit www.bidenschool.udel.edu/ipa/serving-delaware/crp/facilitation
Or contact Kathy Murphy at 302-831-0450.

This course is designed for anyone charged with leading a group, whether you are a newly appointed facilitator, a frustrated facilitator, or someone who wants a refresher!

Attendees will learn through lecture, discussion, reflection, group activities, and practice.

DAY 1 Facilitation 101: Essential Skills for Leading Effective Meetings includes...

- The role and responsibilities of a facilitator
- The qualities and skills of an effective facilitator
- Strategies for managing groups and maximizing participation

DAY 2 Facilitating Public Meetings: Tools and Lessons Learned includes...

- How to work with a client to plan and design a public meeting
- Tips for identifying and working with stakeholders
- Strategies for gathering, analyzing, documenting and communicating input and data