



Focused Facilitation: Leading Successful Meetings

A Hot Topic Workshop from Organization & Employee Development

Workshop Description:

We've got to stop meeting like this! With an average 37% of our time spent in meetings (National Statistics Council), finding new ways to increase meeting effectiveness can make a big impact on our ability to get things done.

This workshop draws on resources from Accelerate, our eLearning library, by sharing practical tips and techniques for facilitating your next meeting.

- Before this one-hour workshop, participants will be asked to participate in a 6-minute eModule entitled "Making Meetings Work" from Accelerate's Business Exploration Series to confirm that a meeting really is the best way to achieve an objective and to review meeting fundamentals.
- During the session, we'll identify what can be done before, during and after a meeting to ensure objectives are met. Facilitating challenging meeting situations will be a key area of focus.
- After the session, participants will receive targeted Accelerate resource recommendations based upon their unique meeting interests. *With thousands of e-resources, Accelerate offers a wealth of information to help WSU faculty and staff improve meetings and more!*

Audience:

All WSU faculty and staff seeking to improve the meetings they attend or lead

Workshop Length

One hour, plus participation in a self-paced 6-minute pre-requisite Accelerate eModule, "Making Meetings Work"

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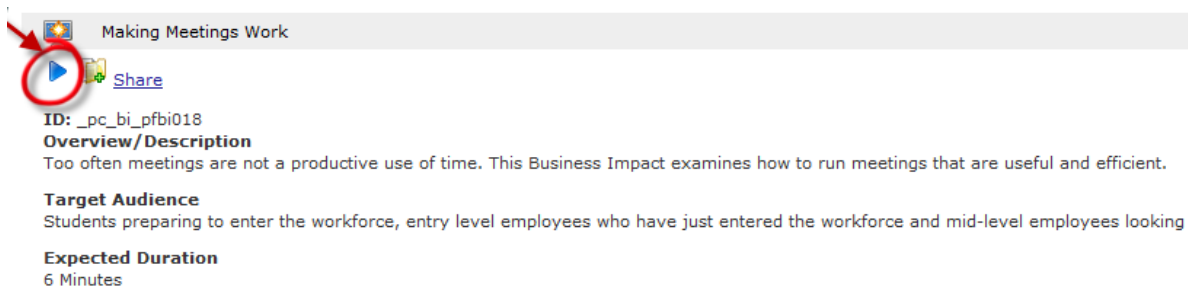
Pre-Requisite:

Before discussing how to improve your next meeting with focused facilitation skills, please invest 6 minutes to review meeting fundamentals. To do this:

1. Logon to Pipeline at www.pipeline.wayne.edu
2. Click on the Employee tab
3. Click on the Accelerate icon (right side of the screen)
4. Click on this link or search this title [Making Meetings Work](#) (Business Exploration Series)



5. Start the course by clicking on “Making Meetings Work” to open the description and launch arrow as shown below. Click once on the forward facing launch arrow.



Workshop Objectives:

Upon successful completion of this blended learning workshop, participants will be able to:

- Describe when a meeting is the best way to achieve an objective
- Define the role and responsibilities of a meeting facilitator
- Improve meeting effectiveness by facilitating challenging meeting situations
- Access Accelerate resources to continue learning about how best to prepare, facilitate and follow up on meetings after the session