

IIFAC Training in Effective Meetings

Customized to meet your needs

These three options provide guidance to help define the scope and level of training desired.

Level 1: Fundamentals of Effective Meetings	Level 2: Conflict and Decision-Making	Level 3: Building an Internal Facilitation Team
<ul style="list-style-type: none"> • Facilitation skills that every meeting leader needs • Preparation that contributes to 80% of meeting success • Results-oriented agenda design • Managing time and dysfunctional meeting behaviors • Tips to ensure follow-up on decisions and commitments 	<ul style="list-style-type: none"> • Leadership mindsets that directly affect conflict and decision-making • 6 steps in an effective decision-making process • Clarifying who decides and how • Decision-making in complex situations • Conflict paradigms • Strategies for dealing with conflict 	<ul style="list-style-type: none"> • Analysis of the organization's current meeting structure • Identification of weak spots • Development and implementation of recommendations for continuous improvement • Processes for creating and maintaining a cohesive team
Ideal Participants	Ideal Participants	Ideal Participants
Those who convene meetings as part of their job and are eager to learn how to get better results in meetings that take up less time.	Those who have received Level 1 training and are ready to face the challenges of leading complex decision-making processes and dealing with controversy and dissent in meetings.	Those who have received Levels 1 and 2 training and are committed to an on-going process of developing their own facilitation skills and collectively contributing to the transformation of the organization's meeting culture.
Delivery Method	Delivery Method	Delivery Method
Pre-training online survey. On-site training (recommended 2 days) plus follow-up individual and group coaching, as agreed to with the client.	Pre-training online survey. On-site training (recommended 3 days) using case studies and interactive processes to assimilate the methods and skills. Follow-up individual and group coaching, as agreed to with the client.	Initial face-to-face session, followed by 6-12 months of (virtual) group coaching in which IIFAC works with the in-house team to develop customized agendas, address challenges relating to group dynamics and participatory processes in the organization. Can include additional on-site visits to provide training and supervision, as agreed to with the client.
Outcomes	Outcomes	Outcomes
Internal facilitators understand the structural elements that contribute to effective meetings and how to adapt them to their specific context.	Internal facilitators are able to deal constructively with controversy and dissent in meetings and lead complex decision-making processes.	Cohesive in-house facilitation team members support each other in facilitating outcome-based meetings, continue to consolidate their facilitation skills and cultivate "best meeting practices" throughout the organization.