

Group Facilitation

Taking the mystery out of good group facilitation

HANDOUTS

Effective Meetings & Group Process

Recipe for an effective group process or meeting

4 ingredients:

1. **Focus**
 - ▣ Process and content
2. Anticipated **outcome** or **purpose**
3. **Facilitator**
4. **Time**



Key Points

- Effective meetings don't just happen, they are made
- Four ingredients to a good meeting. Focus of process and content, clear purpose, good facilitator and adequate time.
- Your purpose is simply what you hope to accomplish by bringing people together
- A good facilitator is not really a superhero. All you need are skills, appropriate knowledge & demeanor and tools.
- Primary role as facilitator is to provide focus and keep group focused on purpose of meeting
- You are not an active participant as a facilitator. Instead, think of yourself more like a lens to focus the group toward a purpose or outcome.

Thank you for your time and attention!



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