

Our FAST course is a five-day class providing training in facilitation skills and applied techniques for general business situations. The course is intended for those that invest a considerable portion of their time leading meetings, or for whom the value of workshops and team performance is critically high. The course is intensive, well-rounded, and targeted for today's fast paced, process-driven business change environments.

We will prepare your participants to plan and lead important initiatives for their firm and clients. FAST graduates apply SMART principles and discipline, improve their session leader or facilitation skills, and learn how to build and sequence effective meeting and workshop steps and activities.

Course Goals

Our FAST professional curriculum teaches meeting leaders how to:

- Become an active listener and effective leader from “board room to boiler room”
- Construct activities to ensure that the appropriate outputs required by subsequent steps are built and understood through collaboration
- Create annotated workshop / meeting agendas (methods)
- Expand the range of situations where the facilitator can provide team leadership
- Manage group conflict and "problem people"
- Identify appropriate uses of decision-making tools and prioritization approaches
- Improve the preparatory activities of session leaders and participants
- Plan and estimate time for meetings, workshops, and long-term initiatives

Course Outline

The FAST class provides detailed training on the concepts of facilitation as applied to planning, problem solving, and requirements gathering meetings. Topics include:

- Approaches for specific meeting types (e.g., planning, analysis, design, and decision-making)
- Communication skills and leadership improvement
- Creating coherence within teams or among groups
- Primary and secondary facilitation skills
- Decision-making tools and interventions
- Managing conflict within and among individual participants
- Preparation and logistics for meetings and workshops
- Risk analysis for meetings and workshops

This class has significant “hands-on” practice and includes two videotaped sessions and individualized instructor critiques. About one-third of the class is instruction, one-third is demonstration, and one-third is student practice.