

Learning Plan 3



Respect other's time

In this learning plan you will identify the skills necessary to be a effective meeting facilitator.

Got a meeting at nine, a meeting at eleven and then a meeting at two. It never ends! With the amount of time we spend in meetings these days, facilitation skills should be a required competency of every professional, don't you think? Well, here is is.

Executives and managers spend more than 75% of their work time in meetings. In this learning plan, you will

learn how meeting overkill and unproductive meetings are a significant contribution to job stress and wasted money for your company or organization.

Learning to become a meeting facilitator will help you guide your group through brainstorming, negotiation, and problem-solving. During this learning plan you will identify strategies to help you as the facilitator identify the needs of participants, ask questions and identify ways to earn feedback and communication from meeting participants.

Assessment Activities

1 Facilitate your own meeting

2 Class Participation

Learning Activities

1. REVIEW Learning Plan introduction, objectives and activities
2. PARTICIPATE in lecture/discussion
3. REVIEW meeting scenario
4. WRITE a list of meeting guidelines.
5. POST your Meeting Guidelines on the Discussion Board.
6. POST examples of a poorly facilitated meeting on the Discussion Board.
7. THINK about a meeting you attended. What did they do well? What went wrong? WRITE a brief summary what went well and what went wrong.
8. POST your summary on the Discussion Board.