

# Facilitating With Ease Ingrid Bens

Facilitating with Ease! Advanced Facilitation StrategiesFacilitating with Ease! Facilitation Skills Inventory Observer GuideMaking Group Work EasySPOT on FacilitationFacilitation Skills Inventory Administrator's Guide SetThe Journal for Quality and ParticipationFacilitation at a Glance! Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers, 3rd EditionFacilitation Skills Inventory Participant GuideFacilitation SkillsConsultants & Consulting Organizations DirectoryFacilitating to Lead! Facilitating with Ease! Extreme FacilitationTrainingCLENExchangeQuill & QuireBecoming a Master Manager Ingrid Bens Ingrid Bens Ingrid Bens Ingrid Bens Steven A. Schiola Prabu Naidu Ingrid Bens Ingrid Bens Ingrid Bens Ingrid Bens Ingrid Bens Gregory Bryan Putz Cengage Gale Ingrid Bens Ingrid Bens Suzanne Ghais Robert E. Quinn

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the definitive guide to running productive meetings facilitating with ease has become the go to handbook for those who lead meetings training and other business gatherings packed with information effective practices and invaluable advice this book is the comprehensive handbook for anyone who believes meetings should be productive relevant and as short as possible dozens of exercises surveys and checklists will help transform anyone into a skilled facilitator and clear actionable guidance makes implementation a

breeze this new fourth edition includes a new chapter on questioning plus new material surrounding diversity globalization technology feedback distance teams difficult executives diverse locations personal growth meeting management and much more with in depth expert guidance from planning to closing this book provides facilitators with an invaluable resource for learning or training before you run another meeting discover the practices processes and techniques that turn you from a referee to an effective facilitator this book provides a wealth of tools and insights that you can put into action today run productive meetings that get real results keep discussions on track and facilitate the exchange of ideas resolve conflict and deal with difficult individuals train leaders and others to facilitate effectively poorly run meetings are an interruption in the day and accomplish little other than putting everyone behind in their real work on the other hand a meeting run by an effective facilitator makes everyone's job easier decisions get made strategies are improved answers are given and new ideas bubble to the surface a productive meeting makes everyone happy and results in real benefits that spread throughout the organization facilitating with ease is the skill building guide to running great meetings with confidence and results

from ingrid bens the author of the best selling book facilitating with ease comes the next step resource for project leaders managers community leaders teachers and other facilitators who want to hone their skills in order to deal with complex situations advanced facilitation strategies is a field guide that offers practical strategies and techniques for working with challenging everyday situations these proven strategies and techniques are based on experience gleaned from hundreds of facilitated activities in organizations of all sizes and in all sectors both novice and seasoned facilitators who have had firsthand experience designing and leading meetings will benefit from this reality based playbook advanced facilitation strategies is filled with the information facilitators need to become better at diagnosing facilitation assignments and creating effective process designs broaden their repertoire of tools to make impromptu design changes whenever they are needed learn to be more resilient and confident when dealing with dysfunctional situations and difficult people

we are all spending so much time in meetings and are being asked to achieve so many results in teams that facilitation is fast becoming a required skill for everyone in fact its impossible to build a team solve complex organizational issues or run decision

making meetings without highly developed facilitation skills the good news is that anyone can master these skills in this comprehensive resource book you will find dozens of tips and techniques tools surveys and meeting designs answers to the most common dilemmas are provided including how to balance the role of chairperson and facilitator when and how to be appropriately assertive how to deal with high levels of resistance what to do if you're personally attacked and the optimal way of handling group conflicts

growing beyond the exclusive domain of professional facilitators facilitation has become a core competency for anyone who runs meetings leads a team or manages a project in addition the concept of facilitation is a vital core leadership capability based on ingrid bens best selling book facilitating with ease your observer guide will give you an opportunity to test participants facilitation skills by administrating the author's highly acclaimed facilitation skills inventory fsi this tested assessment will help you provide invaluable feedback on the participants core knowledge tactical awareness and observed behaviors a flexible tool the facilitation skills inventory offers an opportunity for corporations to use a standardized set of criteria in assessing the current skill levels and training needs of managers and leaders employees to assess their current level of competency and help identify personal learning goals trainers to design effective classroom activities educational institutions to reliably test for competence the facilitation skills inventory is an ideal starting point for gauging better understanding and honing anyone's facilitation skills

this book teaches a process that will help both teachers and administrators plan for and conduct meetings that are meaningful useful and that generate results the place to start this work is before the meeting even begins a careful look at the purposes of the meeting the working agreements that the group will use and the agenda will provide the framework for a successful outcome once learned this structure can be used again and again in addition you will learn what to do in those cases when decorum breaks down or you can't reach consensus or a member of the group is not cooperating you will also learn decision making techniques that allow meaningful participation by all members of the group and how to prioritize a number of efforts the effective structure of meetings along with other techniques to employ when things go wrong will make anyone an effective meeting facilitator

spot on facilitation offers much insight on the art and science of process facilitation centred around the easy to follow fns 4d

facilitation model the book presents a wide array of effective tools and practices that extend its benefits to interactions between individuals or groups whether you are a facilitator teacher trainer lecturer coach consultant chairperson of a meeting or someone tasked with the facilitation of groups you will find this book a handy guide in helping you to engage people and empower teams to exceed desired goals the pages of this book are filled with a wealth of knowledge including useful factors to consider during facilitation space process outcome time s p o t references to the certified master facilitator cmf competencies by the international institute for facilitation inifac real life stories to aid in the understanding of principles and practices tips and pitfalls when facilitating in different situations theoretical underpinnings comprising references to research and scholarly reports application of strength deployment inventory sdi to understand the influence of motivation on behaviours for effective facilitation visual representation of key concepts through photos and diagrams

growing beyond the exclusive domain of professional facilitators facilitation has become a core competency for anyone who runs meetings leads a team or manages a project in addition the concept of facilitation is a vital core leadership capability these recent developments have created a significant need for standardized facilitation skills testing and accreditation that is both reliable and readily available in this training package ingrid bens author of the best selling book facilitating with ease includes all the necessary components for conducting her highly acclaimed facilitation skills inventory fsi this tested assessment provides invaluable feedback on a participant s core knowledge tactical awareness and observed behaviors and the facilitation skills inventory package offers a standardized set of criteria for corporations to use in assessing the current skill levels and training needs of their managers and leaders reliable method for employees to assess their current level of competency and help identify personal learning goals guide for trainers to use in designing effective classroom activities vehicle for educational institutions to reliably test for competence and award learning credits to students enrolled in human resources and management training programs the facilitation skills inventory package includes an administrator s guide observer guide and participant guide the package also includes samples of the self and observer versions of fsi the facilitation skills inventory is an ideal starting point for anyone who wants to gauge better understand and hone their facilitation skills

this mini book provides facilitation tools and techniques at a glance

facilitating with ease since the publication of the first edition of facilitating with ease in 2000 this bestselling book has become the go to reference for anyone who wants to become skilled in the art of facilitation this thoroughly revised and updated third edition includes easy to follow instructions techniques and hands on tools that are available both in the book and on the accompanying website [josseybass.com/go/ingridbens](http://josseybass.com/go/ingridbens) facilitating with ease offers the basics on running productive meetings with confidence and includes the information needed to train others to become skilled facilitators as well filled with dozens of exercises surveys and checklists that can be used to transform anyone into an effective facilitator this revised edition covers new topics such as why and when leaders should facilitate and how to manage neutrality diversity globalization new technologies and employee engagement when leaders should facilitate and when others should do it sharing facilitation with others this new edition also includes meeting design template surveys and questionnaires praise for facilitating with ease facilitating with ease provides clear and effective guidelines for group facilitation in china we are using this book to help organizations develop facilitative leaders who can successfully invoke the spirit of cooperation and team synergy ren wei professional facilitator x ian china facilitating with ease helps beginners as well as experienced facilitators find their way among different aspects of facilitation easy to understand this book provides insight into the principles of facilitation and examples of practical applications for concrete situations sieglinde hinger siemens corporation austria facilitating with ease is the fundamental read if you want to be an effective facilitator we refer to it all the time and consider it a core competency for our consultants ian madell managing director level5 branded business advisors toronto canada if you're only going to buy one book on facilitation this is the one to buy that's what we tell the managers consultants and facilitators who attend our facilitation training programs it's a gold mine of ideas resources and practical tools ronnie mcewan director kinharvie institute glasgow scotland i have been using ingrid's materials for many years and find her books to be far above everything else out there this latest revision builds on wh

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bens best selling book facilitating with ease your participant guide will give you an opportunity to test your facilitation skills by using the author s highly acclaimed facilitation skills inventory fsi this tested assessment provides invaluable feedback on your core knowledge tactical awareness and observed behaviors a flexible tool the facilitation skills inventory offers an opportunity for corporations to use a standardized set of criteria in assessing the current skill levels and training needs of managers and leaders employees to assess their current level of competency and help identify personal learning goals trainers to design effective classroom activities educational institutions to reliably test for competence the facilitation skills inventory is your ideal starting point for gauging better understanding and honing your facilitation skills

the facilitation process your job as facilitator the role of the participants what s the issue wha are our concerns any possible solutions our criteria wha s our action check getting started you and the leader pre meeting logistics the room flipcharts and other visual tools the first meeting building consenos handling conflict getting participation building trust managing your stress

of all the skill sets that support the shift from a traditional management role to a more collaborative approach none is more relevant than that of the role of the facilitator the beliefs behaviors and practices of facilitation are precisely what all leaders need to acquire and put into action in facilitating to lead renowned facilitation expert ingrid bens applies her proven concepts of facilitation to the leadership role and demonstrates that facilitation is an effective work style not merely a meeting technique throughout the book bens outlines the organizational and personal benefits of facilitative leadership and includes useful checklists to help leaders determine the situations when facilitative leadership is most appropriate to apply because empowerment is a core issue in the implementation of facilitative leadership the book presents a four level model that reframes empowerment from a vague concept to a concrete structuring tool

if you need to facilitate productive effective meetings with skill and authority then this package is definitely for you based on fifteen years of in the field experience it contains the same easy to follow instructions techniques and hands on tools the author has used to teach thousands of team leaders consultants supervisors and beginning managers how to facilitate with ease complete with worksheets on cd rom that can be customized to fit your personal needs it s a complete facilitation workshop in take home form

extreme facilitation picks up where other books on the topic leave off to present a revolutionary method that helps large unwieldy adversarial and apparently dysfunctional groups achieve consensus and reach objectives on divisive and contentious issues no matter how long the group has been struggling throughout the book expert facilitator suzanne ghais shows how extreme facilitation which puts on the emphasis on creativity flexibility and customization can change how group members interact with one another and how participants view the issues even in the most challenging and exceptionally difficult situations extreme facilitation covers the preparatory phases of the process including assessment convening and contracting ghais also offers vital information on process design and tips for handling situations that many facilitators find particularly challenging

practical strategies for building strong managerial skills with the new fourth edition of becoming a master manager a competency framework you can build practical skills in every area of managerial competency skills you ll need to thrive in the diverse situations and challenges of the new millennium the text guides you through eight interactive learning modules covering different leadership roles including director producer mentor facilitator coordinator monitor innovator and broker features designed to help you become a master manager the text s competing values framework helps you develop new ways of thinking about the competing tensions and demands that are placed on managers the authors unique skills based approach prepares you for today s management challenges a highly effective five step learning model assessment learning analysis practice and application helps you develop core leadership competencies real world managerial examples illustrate key concepts and offer insight into the roles that managers play in real companies coverage of timely topics such as emotional intelligence mentoring coaching and life balance will help you keep pace with today s rapidly changing workplace

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## Conclusion

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