

The facilitator's fieldbook: step-by-step procedures, checklists and guidelines, samples and templates

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Abstrak

Getting teams and groups to function productively is a challenge. For years The Facilitator's Fieldbook has been giving group leaders what they need to make everything run more smoothly. Now fully updated, the Second Edition is truly jam-packed with step-by-step procedures, checklists and guidelines, samples and templates, and more. Perfect for rookies and seasoned facilitators alike, the book covers key areas including:

- * establishing ground rules for groups
- * planning meetings and agendas
- * brainstorming
- * making decisions
- * conflict resolution
- * making the most of electronic meetings
- * using groups to drive change
- * helping groups hit sales targets
- * and much more

For managers, trainers, and group leaders in any industry, The Facilitator's Fieldbook is a practical, powerful book that will keep teams and groups humming along and getting results.