

# How to Lead Great Meetings

## MASTER ESSENTIAL FACILITATION SKILLS

Are your board **meetings unproductive**? Do team members say meetings are a waste of time? Is your group spinning in discussions without conclusion? If yes, this course is for you and your team.

**Description:** Anyone who organizes and leads meetings needs facilitation skills - whether you are a CEO, a board chair, a department head, or team leader. In this course, learn the fundamental methods for better structuring meetings, plus more sophisticated facilitation tools to prepare well, engage participants effectively, foster inclusion, and achieve your meeting goals.

### After completing this course, you will be able to:

- ✓ Differentiate the facilitator role from your other work roles & name the mindsets, values, and behaviors of an effective facilitator
- ✓ Name 6 or more ways you can promote psychological safety in meetings
- ✓ List 6 or more ways to improve your meetings with actions before, during, and after the meeting
- ✓ Describe 5 or more ways to set up a room or virtual meeting space to support your meeting goals
- ✓ Use the 10+ facilitation techniques demonstrated by the trainer during the course
- ✓ Name 3 or more improvements you can make in the meetings you lead



**Instructor:** Andrea Ramage, Facilitator and Trainer for over 2 decades. My teaching style is participatory, inclusive, and results-oriented, and I teach to different learning modes.

**To learn more or schedule your training, contact me at:**

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### Course Overview

*Facilitator's Role vs. Leader Role*  
*Protecting psychological safety*  
*Helpful mindsets, values, behaviors*  
*Creating a supportive meeting environment*  
*Meeting structure & phases*  
*Practice scenarios & Participant Q&A*  
*Methods demonstrated (throughout)*

**Flexible delivery:** Course content can be taught over 2 days, in a series of 1 or ½ days, or in bite-size modules of 1.5 to 2 hours, in-person or virtually. Choose the mode that fits your workplace culture and staff availability.

**Course Fees:** These vary, depending on the number of trainees, logistics, and the degree of customization you request. As a guideline, a 1-day course (typically 10-15 attendees) costs \$6,000 to \$8,000, including preparation, materials, & delivery at your facility or online. Add \$400/person for groups larger than 15 people. Variable costs such as catering, room rental, travel/lodging/meals, and significant course customization are extra.

