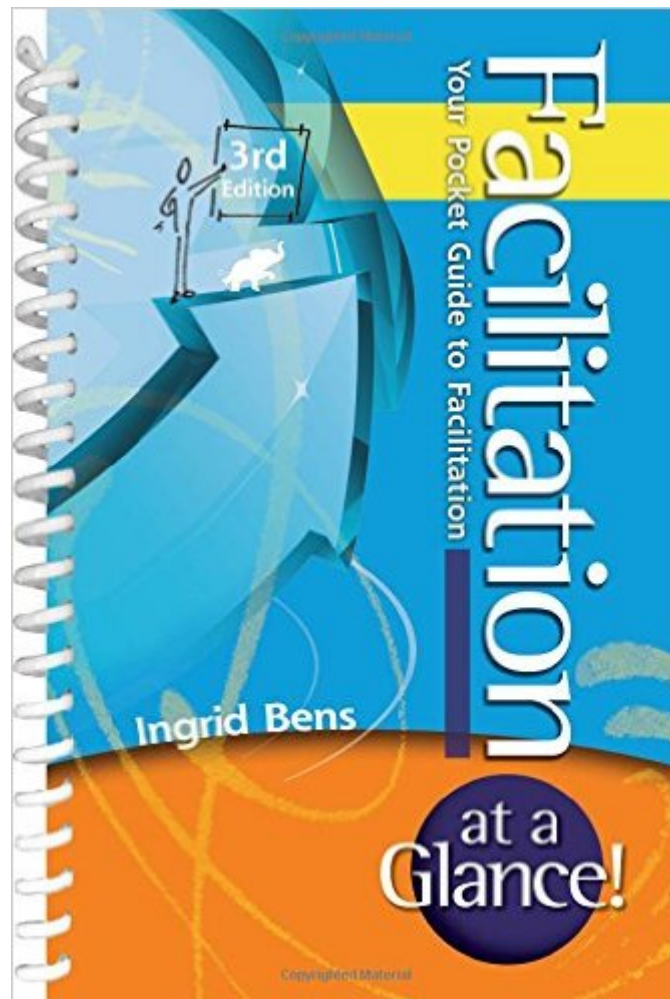


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Facilitation At A Glance!: Your Pocket Guide To Facilitation (Memory Jogger)



Synopsis

Facilitation skills are crucial to the success of groups and teams. Facilitators guide and direct the process, therefore resulting in more effective and efficient projects. Considering all the meetings that project managers and leaders hold, it's easy to see why facilitation is fast becoming recognized as an essential core skill! Not only do project managers need to know how to run highly effective meetings, they also need strategies for creating buy-in, overcoming resistance and building true consensus. After more than 12 years as a best seller, *Facilitation at a Glance!* is now in its third edition packed with even more resources, exciting tools, and a new concise look! Ingrid Bens, a nationally known consultant and trainer, continues to enlighten us with a comprehensive overview of the role of the facilitator and the essential core practices that are always in play. Included is a compendium of strategies for gaining buy-in, ensuring participation, overcoming resistance, building consensus and creating a positive team climate. The book retains all the tools that made the first two editions so popular: the summary pages, checklists and tip sheets. Existing sections about what to do at the start, middle and end of facilitated sessions have been greatly expanded.

Decision-making methods have been revamped to include more strategies about when to use each approach. New bonus material has been added to the conflict management chapter related to ineffective behaviors. By user demand, we have additional process tools and more about facilitating distance meetings. The most notable update is an entirely new chapter about how leaders can balance the facilitator role with their other duties, since most facilitation is actually done by leaders and not neutral outsiders. We are confident that this NEW and improved version of *Facilitation at a Glance!* will become an indispensable part of your toolkit!

Book Information

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Customer Reviews

I am an independent consultant (education) and use Ingrid Bens' books in my own facilitation and in training teacher leaders. Her information is presented in a perfect blend of rationale (you have to know a little bit of "why" to make it work) and practical strategies. It is all grounded in theory but the books aren't bogged down in it. This particular little gem has the basic strategies and is easily tucked into a bag for quick references. I would recommend purchasing the larger, full volume books first and using this as an additional resource. For anyone who works with groups of people--this is a valuable asset and well worth the investment.

This is a very short and concise pocket guide for facilitators. I use it as more of a memory jogger when I need some ideas on a different approach to facilitate my cases. Plus it has an excellent spiral binding! Someone put a lot of thought into this book, and I wish I could find an outline like this for other subjects. I have recommended this book to many facilitator friends and they loved it, and we're very surprised this book was even on the market!

We use this pocket Facilitation Guide as all of the T4T training sessions we put on to assist our audience in understanding that good training is a process of facilitation!

Five star quick guide. All pages and overall content allow quick reference and application. A must for facilitators.

good outline and explanation of the Facilitators roll. Would make a good standard training manual.

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