

Facilitator Tools for Effective Meetings (FTEM)

COURSE NUMBER **FAA01199**

For information about this course, contact:
 FAA Program Manager
 (386) 446-7154

DESCRIPTION AND LEARNING STRATEGY

Increasing demands, decreasing resources. There are team meetings, staff meetings, partnership meetings, special project meetings, etc., etc. Sometimes it seems like all we do is attend meetings! It has become increasingly crucial that meetings are efficient and effective strategies for accomplishing Agency objectives and fostering collaboration among all segments of the workforce. Often, meetings are neither efficient nor effective, and do not accomplish the objectives. This workshop, which is consistent with CMEL's *Facilitator Training Course (FTC)*, provides many of the tools and techniques for creating and participating in effective meetings.

Through interactive lecturette, small group discussion, and the completion of a self/group assessment checklist, participants will learn how to be more effective in facilitating meetings.

OBJECTIVES

- Identify the responsibilities of a facilitator, group recorder, and effective group members.
- Identify the benefits of developing and using operating guidelines.
- Support meeting productivity by clarifying outcomes and recognizing stages of group development.

KEY COMPETENCIES

- Agility
- Building Teamwork and Cooperation
- Communication
- Integrity and Honesty

CLASS SIZE

18 participants

LENGTH 4 hours
 (Class times vary.)

LOCATION

Customer site or
 FAA Center for
 Management and
 Executive Leadership
 Palm Coast, Florida

UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

WHO SHOULD ATTEND

Employees responsible for creating effective meetings or participating more productively as members

ENROLLMENT

To arrange a **fee-for-service delivery**, call (386) 446-7154.

PREREQUISITE

None

PRECOURSE

None

RELATED COURSES

Facilitator Training Course
 (FAA01523)