

How To Be A Good Facilitator

Learn How To Run An Outstanding Meeting!

Answering the following questions will help you learn how to facilitate an effective meeting.

1. Why is it important to figure out 'why' you need to meet?

2. Why choose a great meeting location and make it inviting?

3. Why should you be prepared and what should you do to get ready?

4. Why should you get in touch with everyone before the meeting?

5. Why should you set up early?

6. Why should you greet each person as they arrive?

7. How will you be introduced and how will you establish credibility?

8. Why should you explain the agenda at the beginning of the meeting?

9. Why have each person introduce themselves and say why they're here?

10. How will you help people disagree productively?

11. How will you keep the energy up during the meeting?

12. Why should you summarize ideas frequently and praise people?

13. How will you hold people accountable and get them to take action?

14. What will your follow-up procedure be?

15. Why is it important to tell your boss that you led a great meeting?
