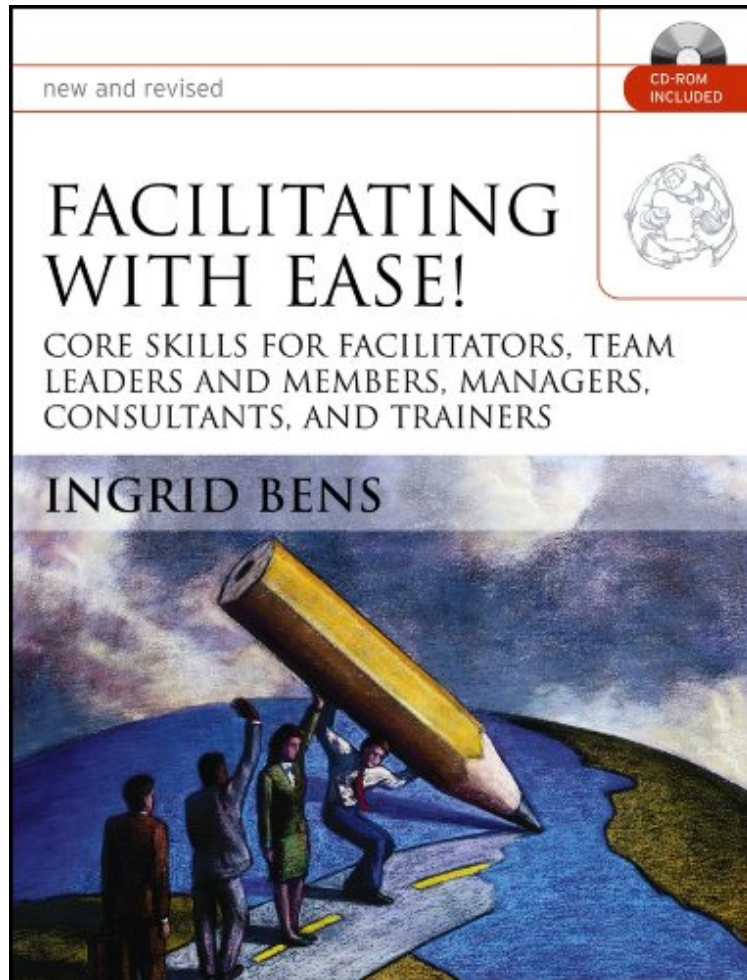


[Free] Facilitating with Ease!: Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers

Facilitating with Ease!: Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers

Ingrid Bens

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1 of 1 people found the following review helpful. "A Must Have" for leaders and trainersBy Anne Katona LinnExcellent and very useful book! I provide training and coaching support to schools, so I've used the resources for myself as well as coached then on using the tools. By far the book I use the most!7 of 7 people found the following review helpful. Years of Knowledge in One Neat PackageBy JohnStPeteAs a Human Performance Technologist, I am constantly running into situations where I need to use facilitating skills. I have acquired such skills and knowledge

over years of experience and practice. This book, *Facilitating With Ease!*," neatly packages the knowledge components required of a Facilitator and provides useful tools to be used in practice. I am planning to use this book with a client in training new facilitators to facilitate discussions of ethical business leadership. I wish I had this book 10 years ago! 2 of 2 people found the following review helpful. So many Key Points you can lose trackBy RRI found this book to be well written and an excellent resource for any organization who feels like they have either a lot or a little wasted time in meetings.Needs to be read more than once and use a highlighter to keep track of all the key points...A must have reference

Facilitating with Ease! is an updated version of the best-selling resource that offers easy-to-follow instructions, techniques, and hands-on tools that team leaders, consultants, supervisors, and managers have used to learn the basics of facilitation. *Facilitating with Ease!* shows you how to run productive meetings with skill and authority and includes the information needed to train others in your organization to become confident facilitators as well. The book is filled with dozens of exercises, surveys, and checklists that can be used to transform anyone into an effective facilitator.

"*Facilitating with Ease!* is a gold mine of tools, tips, and wisdom, useful for both novices and experts. In a world where everyone must facilitate or fall behind, this guide will help you stay ahead!" - Jim Gannon, senior vice president of human resources development, Royal Bank Financial Group "*Facilitating with Ease!* is a must-have resource. I've been in OD for fifteen years and this is one of my 'go-to' books." - Rob Mullins, senior training consultant, The Boeing Company "*Facilitatin with Ease!* is so thorough and so well organized, we've made it the centerpiece of our facilitator training program." - Karen H. Wunderlin, president, Wunderlin Consulting "*Facilitating with Ease!* is a gold mine of tools, tips, and wisdom, useful for both novices and experts. In a world where everyone must facilitate or fall behind, this guide will help you stay ahead!" --Jim Gannon, senior vice president of human resources development, Royal Bank Financial Group "*Facilitating with Ease!* is a must-have resource. I've been in OD for fifteen years and this is one of my 'go-to' books." --Rob Mullins, senior training consultant, The Boeing Company "*Facilitating with Ease!* is so thorough and so well organized, we've made it the centerpiece of our facilitator training program." --Karen H. Wunderlin, president, Wunderlin Consulting
From the Inside Flap
If you need to facilitate productive, effective meetings with skill and authority, then this package is definitely for you. Based on fifteen years of in-the-field experience, it contains the same easy-to-follow instructions, techniques, and hands-on tools the author has used to teach thousands of team leaders, consultants, supervisors, and beginning managers how to facilitate with ease. Complete with worksheets on CD-ROM that can be customized to fit your personal needs, it's a complete facilitation workshop in take-home form.