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COURSE BROCHURE

# Meeting and Group Session Facilitation Skills Training Course

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Registered in the United Kingdom and Saudi Arabia

# Meeting and Group Session Facilitation Skills Training Course

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Meeting and Group Session Facilitation Skills is a 1-week training course for managers, project leads, trainers and internal facilitators who run sessions where groups must think, decide and commit, and who leave with a facilitation playbook of agendas, process tools and action-capture templates. Calendars full of unproductive meetings now cost organisations decision speed and staff goodwill. Jupiter Prime Training runs this course on meeting and group session facilitation.

## Why Meeting and Group Session Facilitation Matters Now

Three pressures make facilitation a core skill rather than a specialist one: hybrid teams joining the same session from rooms and laptops, cross-functional projects where no single person holds authority, and leaders who expect meetings to end with decisions rather than more meetings. A session led by a skilled facilitator surfaces ideas from quiet voices, converges on choices and leaves owners clear on next steps; a poorly run one rewards the loudest participant and repeats next week. The course rests on the diverge-converge pattern of group thinking, structured decision rules and a clear separation between the facilitator's process role and the content owner's role.

## Who Gains Most from Meeting and Group Session Facilitation

- Managers who chair recurring team, planning and review meetings
- Project leads who run kick-offs, retrospectives and stakeholder sessions
- Trainers who guide group discussions and problem-solving exercises
- Internal facilitators asked to lead strategy days or change sessions for other departments
- Coordinators who prepare agendas and capture actions for senior groups

A department that sends several meeting owners together gains most, because shared agenda formats and decision rules change the meeting habits of a whole function.

## Meeting and Group Session Facilitation Capabilities

Participants practise guiding the process while staying neutral on content, and leave able to design sessions that end with owned actions.

- Design agendas built around outcomes, not topics — sponsors and attendees
- Apply divergent tools such as brainwriting and round-robin — broader idea generation
- Apply convergent tools such as dot voting and impact-effort grids — faster group choices
- Specify decision rules before discussion begins — clarity on who decides
- Build interventions for dominant, silent and conflicting participants — group climate
- Communicate actions with owners and dates in a capture template — follow-through

## Key Meeting and Group Session Facilitation Terms

- Facilitator — the person who manages a group's process, structure and participation while staying neutral on the content of decisions.
- Divergent thinking — a phase where the group generates many options without judging them.
- Convergent thinking — a phase where the group narrows options, evaluates and selects.
- Decision rule — the agreed method for reaching a choice, such as consensus, majority or leader decides after input.
- Parking lot — a visible list for off-topic items so they are recorded without derailing the agenda.
- Action log — a record of agreed actions with owner, deadline and status, shared after the session.

## Meeting and Group Session Facilitation Day by Day

### Day 1: The Facilitator's Role and Session Purpose

- Process Versus Content Roles — When to Facilitate and When to Chair
- Meeting Cost Audit — Time, Attendees and Decisions Achieved
- Session Purpose Statement — Desired Outcomes and Deliverables
- Outcome-Based Agenda Design — Timed Segments and Methods
- Pre-Session Interviews — Surfacing Expectations and Sensitivities

### Day 2: Group Process Tools

- Diverge-Converge Pattern — Structuring Thinking Across a Session
- Brainwriting and Round-Robin — Ideas from Every Participant
- Affinity Clustering — Grouping Ideas into Themes
- Dot Voting and Impact-Effort Grids — Prioritising Options
- Visual Capture Methods — Flip Charts, Boards and Templates

### Day 3: Decisions and Difficult Dynamics

- Decision Rule Selection — Consensus, Majority or Consultative Choice
- Gradients of Agreement Scale — Reading Real Support Levels
- Dominant and Silent Participants — Rebalancing Contribution
- Conflict De-escalation Moves — Separating Positions from Interests
- Parking Lot Management — Handling Off-Topic Issues

### Day 4: Virtual and Hybrid Facilitation

- Virtual Meeting Platform Features — Polls, Breakouts and Whiteboards
- Hybrid Room Etiquette — Equal Voice for Remote Participants
- Co-Facilitator and Producer Roles — Managing Technology and Chat
- Energy and Attention Online — Pacing Short Segments
- Sector Examples — Project Reviews in Construction and Banking

## Day 5: Practising the Facilitation Playbook

- Action Log Template — Owners, Deadlines and Follow-Up Rhythm
- Applying Agenda Design — Planning a Real Upcoming Session
- Applying Process Tools — Live Facilitation with Peer Observers
- Applying Dynamics Interventions — Handling Scripted Disruptions
- Facilitation Playbook — Agendas, Tools, Decision Rules and Capture

## Applying Meeting and Group Session Facilitation After the Course

- Redesign one recurring meeting using an outcome-based agenda and a stated decision rule, then compare decisions reached.
- Facilitate one cross-functional session with brainwriting, dot voting and an action log shared within a day.

## Meeting and Group Session Facilitation Questions FAQ

### What is meeting and group session facilitation and why does it matter now?

Meeting and group session facilitation is guiding a group's process so it generates ideas, decides and commits to action. It matters now because hybrid teams and cross-functional work make unstructured meetings slow and costly.

### Which roles gain most from meeting and group session facilitation training?

Managers, project leads, trainers and internal facilitators gain most. Each regularly leads groups where outcomes depend on structure and participation rather than authority alone.

### How does meeting and group session facilitation differ from a presentation skills course?

Meeting and group session facilitation draws thinking and decisions out of a group. A presentation skills course focuses on one speaker delivering a message clearly to an audience.

### What do you bring back from meeting and group session facilitation training?

You bring back a facilitation playbook with outcome-based agenda templates, divergent and convergent tools, decision rules, dynamics interventions and an action log you can use in your next session.

## Meeting and Group Session Facilitation: The Way Forward

The facilitation playbook first informs the decision on which recurring meetings to redesign or cancel. Managers, project leads and internal facilitators use it to plan agendas, choose tools and capture actions consistently. After a month of use, revisit which decision rules and tools shortened meetings and which interventions improved participation, and update the playbook.