# Effective Facilitation: Build your Skills **Notes to self**

## **Preparation**

|  |  |
| --- | --- |
| Meeting Purpose |  |
| Length/Frequency of meeting |  |
| Who should attend? |  |
| Room Set-up, access needs, technology |  |
| Agenda |  |
| Communicating with participants |  |

## **Meeting Management Strategies**

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| --- | --- |
| Opening |  |
| Accomplishing the Agenda |  |
| Closure |  |
| Creating an inclusive  Environment, open communication, interactivity |  |
| Self-management reminders |  |

**Problem Solving**

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| --- | --- |
| Define the Problem |  |
| Explore Solutions |  |
| Decision Making |  |
| Implementation |  |

## **People Problems**

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| --- | --- |
| Prevention |  |
| Interventions |  |
| Conflict Management |  |
| Wordsmithing |  |
| Building Consensus |  |