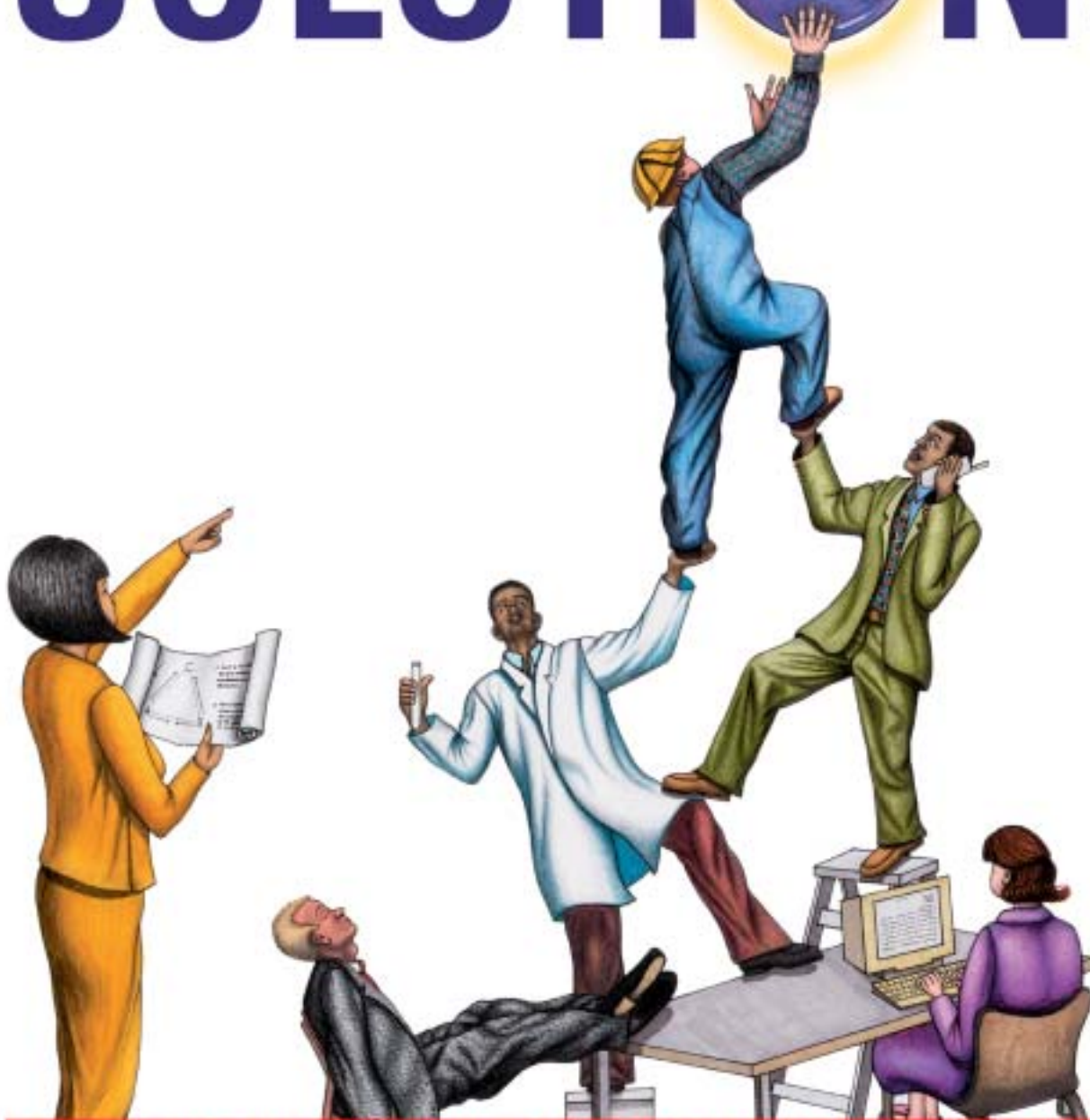
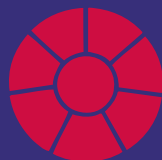


LEADING GROUPS TO

SOLUTIONS



A FACILITATION SKILLS WORKSHOP



Center for Management
and Organization Effectiveness

BASED ON THE BOOK
Leading Groups to Solutions



Most of the work of organizations today is accomplished by groups or teams. You may be asked to lead others, direct their efforts, or harness their energies to achieve desired results. You may be in a position to provide vision, guidance, or resources, or simply be presented with the opportunity to help your team succeed as an individual contributor. Leading groups to solutions requires insight and a unique skill set—one that many managers may not have had an opportunity to develop.

Leading Groups to Solutions is an in-depth and interactive workshop experience that helps managers and leaders define and gain consensus for group objectives, evaluate their teams, and channel their best energy and thinking, delivering business results while building relationships.

OBJECTIVES:

Participants in *Leading Groups to Solutions* will:

Develop practical skills to improve communications and maximize contributions of team members.

Learn to set objectives and focus the best efforts of the team on plans and initiatives.

Learn to draw out creativity, innovation, and ideas in a collaborative manner.

Support and facilitate discovery, provide necessary guidance, and help create a learning team.

BENEFITS:

Participants learn in an engaging, interactive environment.

Well-researched, accessible facilitation model provides a practical framework for practice and application of new skills.

Individual feedback accelerates the learning process, both during the workshop and as the participant applies new skills to real-life situations.

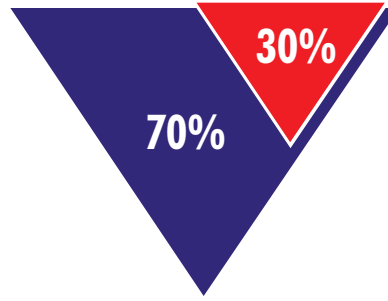
Participants will be prepared for both formal and informal group and team leadership roles.



***Learn to help groups
and teams discover,
create, and implement
solutions that deliver
results and build
relationships.***

70% of time will be spent on
"How to" Facilitate

30% of time on the "What is"
and "Why" of Facilitation



WORKSHOP MATERIALS:

Comprehensive participant manual

Hardbound copy of *Leading Groups to Solutions: A Practical Guide for Facilitators and Team Members* by Steven J. Stowell, Ph.D., Joel F. McCausland, and Stephanie S. Mead

Full-color Facilitation Skills model for easy reference

The workshop provides an active model of the process of *Leading Groups to Solutions*. An experienced CMOE consultant guides participants through learning activities and discussions that simulate the interactions between members of the groups and teams they lead in their own organizations. Participants are assisted through the process of conceptualizing and then practicing new skills in a variety of relevant case studies and simulations, with approximately 70% of the workshop time devoted to practicing new skills.

WORKSHOP AGENDA:

In preparation for the workshop, real organizational issues will be selected to use as working practice material during the workshop. The issues will be analyzed in depth as participants practice using the Facilitation Skills Model. The learning agenda includes:

Pre-work Article

Introduction

Definition of Facilitation

Self-Assessment of Current Facilitation Skills

Research Methodology

Introduction to the Facilitation Model

Self-Assessment Scoring and Debriefing

The Model In-depth

The Real Thing: Building and Practicing Facilitation Skills using real organizational issues

Application Plans and Sustainability

WORKSHOP OFFERINGS:

IN-HOUSE WORKSHOPS: A Certified CMOE instructor conducts the workshop for your group at your designated location.

CLIENT CERTIFICATION: CMOE prepares your personnel to conduct the workshop, providing training, follow-up, resources and materials to help your facilitators customize the delivery to your organization's culture and needs.

SAMPLE CLIENT LIST:

SAUER-DANFOSS

ABBOTT
LABORATORIES

PFIZER

CHEVRONTEXACO

BOEING

MOTOROLA

IOMEGA



Leading Groups to Solutions goes beyond traditional tools and techniques of group facilitation and meeting management. It is not primarily about presentation skills, instruction, or public speaking. Rather, this workshop experience helps participants develop the skills needed to work with teams to create an energized, unified climate, gain consensus and contribution, and develop innovative solutions to current organizational challenges.

FACILITATION DEFINED:

A neutral process of effectively serving and coordinating the problem solving activities of a team, and helping them define and achieve common objectives, while maintaining a balance between “task” and “relationship” issues.

Facilitation is about optimizing the involvement of all participants.

An effective facilitator serves and reflects the “will” of the group and doesn’t over-control choices and procedures. A facilitator helps a group explore issues and sensitive topics that individual members may avoid or pass over.



ALSO BY CMOE

BOOKS

by Steven J. Stowell, Ph.D and Matt M. Starcevich, Ph.D

THE COACH: CREATING PARTNERSHIPS FOR A COMPETITIVE EDGE The comprehensive companion text to the Coaching Skills Workshop. Hardbound, 199 pages.

WIN-WIN PARTNERSHIPS: BE ON THE LEADING EDGE WITH SYNERGISTIC COACHING

This book expands on the concepts and skills of CMOE's 8-step Coaching Model, explores the learning relationship, and teaches how to create synergistic solutions to life's challenges, at work and elsewhere. Hardbound, 284 pages.

TEAMWORK: WE HAVE MET THE ENEMY AND THEY ARE US Teamwork describes CMOE's experience in leading members of organizations in powerful teambuilding training. The book also provides a template for practitioners to develop experiential teambuilding programs. Hardbound, 147 pages.

WORKSHOPS

THE COACHING SKILLS WORKSHOP Learn CMOE'S highly effective 8-step Coaching Model and apply it to interactive experiential learning activities. This two-day workshop is conducted in-house and at public workshops in selected cities. Trainer Certification available.

FLEXIBLE LEADERSHIP This workshop examines participants' natural flexibility level and is based on simple and practical guidelines to help leaders decide when to exercise more command and control, and when to create effective participation and empowerment.

APPLIED STRATEGIC THINKING This workshop provides managers with strategic tools and skills to enhance future success and results. Managers are taught to become architects of their future by maintaining an eye on the future.

EXPLORING TEAMWORK A powerful two-day teambuilding training experience for team leaders and team members. We combine outdoor experiential activities with an in-depth look at team building skills to provide an unforgettable experience in team growth.

OTHER SERVICES

CONNEXUS An organization assessment process that will produce a unique and comprehensive picture of what is going on in your organization. Connexus helps leaders understand how the organization ticks and how to tune it up.

SPEAKERS Our professional speakers and trainers are available to make presentations, from a few minutes to a full day, for conventions, conferences, or other meetings. Book us for a presentation your group will not forget.



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