

# SPIRiT™ INTELLIGENCE

Spirit Intelligence in Action  
16 Cylinder Performance  
Once you've experienced it  
..... why settle for less?



## FACILITATION SKILLS

*Can your people run effective strategic and tactical planning meetings, progress reviews and problem solving sessions?*

If not, your organisation is sub-optimum and at risk.

Your managers and supervisors must know how to elicit the best from others. The ability to effectively facilitate a meeting, to optimise people's involvement, contribution and decisions is a critical leadership and management skill.

Most of us, at one time or another, have had our time wasted by a poorly run meeting. How efficient and effective are the meetings in your organisation?

To achieve a vital increase in organisational efficiency and effectiveness, there needs to be some change.

*Spirit Intelligence is the ability to achieve the best choices and decisions in any situation.*

To inspire passion and enthusiasm and optimise spirit intelligence, a facilitator needs to know how to engage and inspire the whole person (body, mind, emotions and spirit).

### Facilitation Skills

This two day **12 STEP Facilitation Skills** enhancement session provides participants with a clear understanding of how to facilitate maximum involvement and contribution from other people by connecting with the whole person.

Participants learn and practice a 12 step facilitation process.

#### 1. Define Success Outcomes

Clarifying the current state, the desired state and the block

#### 2. Preparation and Design

Using the story board to plan for success

#### 3. Resources and Logistics

How to set up a room and logistical support for optimal results

#### 4. Know Myself

Keys to personal mastery in developing outstanding facilitation skills

#### 5. Know My Audience

Keys to adult learning and how to maximise meeting participation.

#### 6. Peak State

Commanding attention

#### 7. Gain Control

Gaining and staying in control

#### 8. Achieve rapport

Establishing rapport with the whole person – body, mind, emotions and spirit

#### 9. Maximise Engagement

Maximising participation and contribution

#### 10. Facilitation Traps

Handling common facilitation traps

#### 11. Closing the Session

How to ensure participants leave the meeting with action oriented motivation and enthusiasm

#### 12. Debrief the Session

Honing success outcomes and facilitation skills

### Session Success Outcome

Facilitation Skills Mastery equips participants with the skills to be an outstanding facilitator. You will learn how to maximise your impact and empower people to significantly improve their performance.

Whole person facilitation and delivery skills are anchored through experiential learning.

To guarantee our programs are stimulating, challenging, highly effective and fun we use accelerated learning and experienced facilitators with a track record of success.

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