



20 Tips: Winning Facilitation

Our tips in this series

1. Work with the organiser/chairperson pre-meeting. Plan agenda and discuss the likely outcomes
 2. Arrive early. Ensure the flipchart/pens/blutac® are all ready to go and any laptop & projectors are functioning properly
 3. If using PowerPoint in the meeting try saving as a .pps file and saving on the desktop. The presentation will launch automatically then as a slide show
 4. Print off any presentations as handouts - but tell them at the start that attendees can these at the end of the meeting, or offer to have a copy emailed to them
 5. Take spare copies of the agenda with you, put one in each person's place
 6. Start with introductions (get each person talking as early as possible)
 7. Kick off meeting proper with discussion of Outcomes: What does this meeting need to achieve?
 8. During the meeting, keep checking the Outcome is being reached
 9. If the meeting has multiple outcomes, make sure each agenda item has a planned outcome
 10. Have a minute taker to keep you on course, and to keep a note of action points.
 11. Introduce time limits for each item
 12. Keep the quieter members involved
 13. Keep the louder people controlled
 14. Call 'time-out' every hour to check on progress
 15. Minute taker can then feedback action points
 16. Summarise at each break
 17. Keep praising the participants
 18. Encourage breaks to be that, not continuation
 19. Close with a review of the meeting
 20. Work with the organiser/chairperson to ensure the action points are followed up
- Work with organizer/chairperson to ensure that action points are followed up post meeting.

20 tips Bad Presenting

20 tips How to run successful meetings

20 tips How to present successfully

Negotiation Techniques

20 Tips Time Management

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