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Every professional businessperson needs a complete portfolio of skills, yet one area is often taken for granted: the art of facilitation. *10 Steps to Successful Facilitation* takes the guesswork out of this essential skill and gives you a step-by-step process for becoming an accomplished and successful facilitator. This second edition features updates to each step, reorganized to align with the problems facilitators face today, such as the increasing prevalence of virtual meetings.

A how-to guide for successful group facilitation to champion learning, encourage interaction, and promote the spread of ideas. *10 Steps to Successful Facilitation* explains how to address the different learning styles to be a more effective facilitator. Learn how to construct questions to stimulate conversations, the importance of keeping on topic, and the characteristics of an environment that encourages interaction. Strategies for resolving difficult situations and handling difficult participants are included. Part of the ASTD 10 STEPS series.

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- A wealth of methods and ideas to engage participants
- Strategies for handling conflict and creating a collaborative climate
- Tips for using media and technology effectively

This second edition features updates to each step, reorganized to align with the problems facilitators face today, such as the increasing prevalence of virtual meetings. You'll have the help you need to act as a catalyst for progress, enabling others to focus on key issues, arrive at appropriate solutions, and build sustainable agreements. With this book as your roadmap, you can be thoroughly prepared for the role of facilitator, ready to cultivate cooperation and understanding among individuals and assist your organization in developing shared solutions to its challenges.

10 Steps to Successful Facilitation teaches readers everything they need to develop and execute a facilitation program in their organization. Learn how to effectively guide participants through the learning experience using 10 comprehensive steps that cover everything from developing a facilitation program through dealing with uncooperative participants.

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