

FACILITATING WITH EASE!

Core Skills for Facilitators, Team Leaders
and Members, Managers, Consultants,
and Trainers

Ingrid Bens



4TH EDITION



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Facilitating with Ease! Ingrid Bens, 2017-10-18 The definitive guide to running productive meetings Facilitating With Ease has become the go to handbook for those who lead meetings training and other business gatherings Packed with information effective practices and invaluable advice this book is the comprehensive handbook for anyone who believes meetings should be productive relevant and as short as possible Dozens of exercises surveys and checklists will help transform anyone into a skilled facilitator and clear actionable guidance makes implementation a breeze This new fourth edition includes a new chapter on questioning plus new material surrounding diversity globalization technology feedback distance teams difficult executives diverse locations personal growth meeting management and much more With in depth expert guidance from planning to closing this book provides facilitators with an invaluable resource for learning or training Before you run another meeting discover the practices processes and techniques that turn you from a referee to an effective facilitator This book provides a wealth of tools and insights that you can put into action today Run productive meetings that get real results Keep discussions on track and facilitate the exchange of ideas Resolve conflict and deal with difficult individuals Train leaders and others to facilitate effectively Poorly run meetings are an interruption in the day and accomplish little other than putting everyone behind in their real work On the other hand a meeting run by an effective facilitator makes everyone s job easier decisions get made strategies are improved answers are given and new ideas bubble to the surface A productive meeting makes everyone happy and results in real benefits that spread throughout the organization Facilitating With Ease is the skill building guide to running great meetings with confidence and results

Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers Ingrid Bens, 2012-03-19 Since the publication of the first edition of Facilitating with Ease in 2000 this bestselling book has become the go to reference for anyone who wants to become skilled in the art of facilitation This thoroughly revised and updated third edition includes easy to follow instructions techniques and hands on tools Facilitating with Ease offers the basics on running productive meetings with confidence and includes the information needed to train others to become skilled facilitators as well Filled with dozens of exercises surveys and checklists that can be used to transform anyone into an effective facilitator this revised edition covers new topics such as Why and when leaders should

facilitate and how to manage neutrality Diversity globalization new technologies and employee engagement When leaders should facilitate and when others should do it Sharing facilitation with others This new edition also includes meeting design template surveys and questionnaires Praise for Facilitating with Ease Facilitating With Ease provides clear and effective guidelines for group facilitation In China we are using this book to help organizations develop facilitative leaders who can successfully invoke the spirit of cooperation and team synergy Ren Wei professional facilitator X ian China Facilitating With Ease helps beginners as well as experienced facilitators find their way among different aspects of facilitation Easy to understand this book provides insight into the principles of facilitation and examples of practical applications for concrete situations Sieglinde Hinger Siemens Corporation Austria Facilitating with Ease is the fundamental read if you want to be an effective facilitator We refer to it all the time and consider it a core competency for our consultants Ian Madell managing director LEVEL5 Branded Business Advisors Toronto Canada If you re only going to buy one book on facilitation this is the one to buy That s what we tell the managers consultants and facilitators who attend our facilitation training programs It s a gold mine of ideas resources and practical tools Ronnie McEwan director Kinharvie Institute Glasgow Scotland I have been using Ingrid s materials for many years and find her books to be far above everything else out there This latest revision builds on what was already great and will surely increase the effectiveness of any practitioner Mark Vilbert program leader Boeing Leadership Center

Advanced Facilitation Strategies Ingrid Bens,2005-08-08 From Ingrid Bens the author of the best selling book Facilitating with Ease comes the next step resource for project leaders managers community leaders teachers and other facilitators who want to hone their skills in order to deal with complex situations Advanced Facilitation Strategies is a field guide that offers practical strategies and techniques for working with challenging everyday situations These proven strategies and techniques are based on experience gleaned from hundreds of facilitated activities in organizations of all sizes and in all sectors Both novice and seasoned facilitators who have had firsthand experience designing and leading meetings will benefit from this reality based playbook Advanced Facilitation Strategies is filled with the information facilitators need to Become better at diagnosing facilitation assignments and creating effective process designs Broaden their repertoire of tools to make impromptu design changes whenever they are needed Learn to be more resilient and confident when dealing with dysfunctional situations and difficult people

Facilitation Skills Inventory Observer Guide Ingrid Bens,2009-01-20 Growing beyond the exclusive domain of professional facilitators facilitation has become a core competency for anyone who runs meetings leads a team or manages a project In addition the concept of facilitation is a vital core leadership capability Based on Ingrid Bens best selling book Facilitating with Ease your Observer Guide will give you an opportunity to test participants facilitation skills by administering the author s highly acclaimed Facilitation Skills Inventory FSI This tested assessment will help you provide invaluable feedback on the participants core knowledge tactical awareness and observed behaviors A flexible tool the Facilitation Skills Inventory offers an opportunity for

Corporations to use a standardized set of criteria in assessing the current skill levels and training needs of managers and leaders
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Trainers to design effective classroom activities
Educational institutions to reliably test for competence
The Facilitation Skills Inventory is an ideal starting point for gauging better understanding and honing anyone's facilitation skills

Facilitation Skills Inventory Administrator's Guide Set Ingrid Bens, 2009-01-20
Growing beyond the exclusive domain of professional facilitators, facilitation has become a core competency for anyone who runs meetings, leads a team or manages a project. In addition, the concept of facilitation is a vital core leadership capability. These recent developments have created a significant need for standardized facilitation skills testing and accreditation that is both reliable and readily available. In this training package, Ingrid Bens, author of the best-selling book *Facilitating with Ease*, includes all the necessary components for conducting her highly acclaimed Facilitation Skills Inventory (FSI). This tested assessment provides invaluable feedback on a participant's core knowledge, tactical awareness and observed behaviors, and the Facilitation Skills Inventory package offers a Standardized set of criteria for corporations to use in assessing the current skill levels and training needs of their managers and leaders. Reliable method for employees to assess their current level of competency and help identify personal learning goals. Guide for trainers to use in designing effective classroom activities. Vehicle for educational institutions to reliably test for competence and award learning credits to students enrolled in human resources and management training programs. The Facilitation Skills Inventory Package includes an Administrator's Guide, Observer Guide and Participant Guide. The package also includes samples of the Self and Observer versions of FSI. The Facilitation Skills Inventory is an ideal starting point for anyone who wants to gauge better understanding and hone their facilitation skills.

Facilitating with Ease! Ingrid Bens, 2000-01-24
If you need to facilitate productive, effective meetings with skill and authority, then this package is definitely for you. Based on fifteen years of in-the-field experience, it contains the same easy-to-follow instructions, techniques and hands-on tools the author has used to teach thousands of team leaders, consultants, supervisors and beginning managers how to facilitate with ease. Complete with worksheets on CD-ROM that can be customized to fit your personal needs, it's a complete facilitation workshop in take-home form.

Facilitating to Lead! Ingrid Bens, 2006-09-18
Of all the skill sets that support the shift from a traditional management role to a more collaborative approach, none is more relevant than that of the role of the facilitator. The beliefs, behaviors and practices of facilitation are precisely what all leaders need to acquire and put into action. In *Facilitating to Lead*, renowned facilitation expert Ingrid Bens applies her proven concepts of facilitation to the leadership role and demonstrates that facilitation is an effective work style, not merely a meeting technique. Throughout the book, Bens outlines the organizational and personal benefits of facilitative leadership and includes useful checklists to help leaders determine the situations when facilitative leadership is most appropriate to apply. Because empowerment is a core issue in the implementation of facilitative leadership, the book presents a four-level model that reframes empowerment from a

vague concept to a concrete structuring tool *Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers, 3rd Edition* Ingrid Bens, 2012

Facilitating with Ease Since the publication of the first edition of *Facilitating with Ease* in 2000 this bestselling book has become the go to reference for anyone who wants to become skilled in the art of facilitation This thoroughly revised and updated third edition includes easy to follow instructions techniques and hands on tools that are available both in the book and on the accompanying website www.josseybass.com/go/ingridbens *Facilitating with Ease* offers the basics on running productive meetings with confidence and includes the information needed to train others to become skilled facilitators as well Filled with dozens of exercises surveys and checklists that can be used to transform anyone into an effective facilitator this revised edition covers new topics such as Why and when leaders should facilitate and how to manage neutrality Diversity globalization new technologies and employee engagement When leaders should facilitate and when others should do it Sharing facilitation with others This new edition also includes meeting design template surveys and questionnaires Praise for *Facilitating with Ease* *Facilitating With Ease* provides clear and effective guidelines for group facilitation In China we are using this book to help organizations develop facilitative leaders who can successfully invoke the spirit of cooperation and team synergy Ren Wei professional facilitator Xian China *Facilitating With Ease* helps beginners as well as experienced facilitators find their way among different aspects of facilitation Easy to understand this book provides insight into the principles of facilitation and examples of practical applications for concrete situations Sieglinde Hinger Siemens Corporation Austria *Facilitating with Ease* is the fundamental read if you want to be an effective facilitator We refer to it all the time and consider it a core competency for our consultants Ian Madell managing director LEVEL5 Branded Business Advisors Toronto Canada If you re only going to buy one book on facilitation this is the one to buy That s what we tell the managers consultants and facilitators who attend our facilitation training programs It s a gold mine of ideas resources and practical tools Ronnie McEwan director Kinharvie Institute Glasgow Scotland I have been using Ingrid s materials for many years and find her books to be far above everything else out there This latest revision builds on wh

Facilitating IEP Meetings Ingrid Bens, 2018-06-04 Individualized Education Program Meetings are vitally important When challenges occur IEP meetings can quickly go from being positive and cooperative to being contentious and stressful That s why there is a need to equip staff with needed facilitation tools and technique *Facilitation Skills Inventory Participant Guide* Ingrid Bens, 2009-01-20 Growing beyond the exclusive domain of professional facilitators facilitation has become a core competency for anyone who runs meetings leads a team or manages a project In addition the concept of facilitation is a vital core leadership capability Based on Ingrid Bens best selling book *Facilitating with Ease* your Participant Guide will give you an opportunity to test your facilitation skills by using the author s highly acclaimed *Facilitation Skills Inventory FSI* This tested assessment provides invaluable feedback on your core knowledge tactical awareness and observed behaviors A flexible tool the *Facilitation Skills Inventory* offers an opportunity for

Corporations to use a standardized set of criteria in assessing the current skill levels and training needs of managers and leaders Employees to assess their current level of competency and help identify personal learning goals Trainers to design effective classroom activities Educational institutions to reliably test for competence The Facilitation Skills Inventory is your ideal starting point for gauging better understanding and honing your facilitation skills **Facilitating with Ease!** Ingrid Bens,1997 We are all spending so much time in meetings and are being asked to achieve so many results in teams that facilitation is fast becoming a required skill for everyone In fact its impossible to build a team solve complex organizational issues or run decision making meetings without highly developed facilitation skills The good news is that anyone can master these skills In this comprehensive resource book you will find dozens of tips and techniques tools surveys and meeting designs Answers to the most common dilemmas are provided including how to balance the role of chairperson and facilitator when and how to be appropriately assertive how to deal with high levels of resistance what to do if you re personally attacked and the optimal way of handling group conflicts *Advanced Facilitation Strategies* Ingrid Bens,2012-07-05 From Ingrid Bens the author of the best selling book *Facilitating with Ease* comes the next step resource for project leaders managers community leaders teachers and other facilitators who want to hone their skills in order to deal with complex situations *Advanced Facilitation Strategies* is a field guide that offers practical strategies and techniques for working with challenging everyday situations These proven strategies and techniques are based on experience gleaned from hundreds of facilitated activities in organizations of all sizes and in all sectors Both novice and seasoned facilitators who have had firsthand experience designing and leading meetings will benefit from this reality based playbook *Advanced Facilitation Strategies* is filled with the information facilitators need to Become better at diagnosing facilitation assignments and creating effective process designs Broaden their repertoire of tools to make impromptu design changes whenever they are needed Learn to be more resilient and confident when dealing with dysfunctional situations and difficult people **SPOT on Facilitation** Prabu Naidu,Janice Lua,2011-11-22 *SPOT on Facilitation* offers much insight on the art and science of process facilitation Centred around the easy to follow FNS 4D Facilitation Model the book presents a wide array of effective tools and practices that extend its benefits to interactions between individuals or groups Whether you are a facilitator teacher trainer lecturer coach consultant chairperson of a meeting or someone tasked with the facilitation of groups you will find this book a handy guide in helping you to engage people and empower teams to exceed desired goals The pages of this book are filled with a wealth of knowledge including Useful factors to consider during facilitation Space Process Outcome Time S P O T References to the Certified Master Facilitator CMF Competencies by The International Institute for Facilitation INIFAC Real life stories to aid in the understanding of principles and practices Tips and pitfalls when facilitating in different situations Theoretical underpinnings comprising references to research and scholarly reports Application of Strength Deployment Inventory SDI to understand the influence of motivation on behaviours for effective facilitation Visual representation of key

concepts through photos and diagrams

Boring to Bravo Kristin Arnold, 2010-08 90 plus practical tips for engaging and interacting with an audience Drawn from her extensive experiences as a nationally recognized speaker and master facilitator Kristin Arnold's proven techniques will help you transform any presentation into a powerful interactive experience With this user friendly guide you will learn how to take a collaborative approach to the communication process so that you can connect and converse with the members of any audience Arnold's powerful audience centered Interactive Insights cover the spectrum of practical presentation techniques Setting an interactive tone before you start Using Titter text messaging to engage your audience Involving audience members with a specific task Personalizing your language for your audience Making eye contact even with a large audience Taking polls and running Q As Recovering from humor that falls flat Facilitating conversation Creating accountability for action to occur after your presentation Kristin Arnold has the experience the wit and the foolproof methods to take your ho hum presentation to the next level By incorporating just a few of the author's tips you will dramatically improve your ability to engage involve and inspire your audience to action Read and use Boring to Bravo and your audiences will demand an encore Bravissimo Kristin Arnold MBA CPF CMC CSP is one of North America's most accomplished high stakes meeting facilitators An accomplished author and keynote speaker she is on a crusade to make all events in the workplace more engaging interactive and collaborative One of the first women to graduate with high honors from the US Coast Guard Academy Arnold earned an MBA from St Mary's College of California and finished her twenty year career in the US Coast Guard Reserves as an internal consultant She divides her time between Phoenix and Prince Edward Island

Process-Based Facilitation Wayne J. Vick MBA CPF, 2015-04-27 Socrates used facilitative methods in teaching philosophy and for good reason They work Fast forward to today and managers supervisors consultants trainers and others are learning to use facilitative techniques to improve performance in the workplace and other areas that demand results The authors of this series led by an expert with twenty five years of experience as a professional facilitator provide a complete model of group facilitation in Process Based Facilitation In this first volume they introduce the basic skills of facilitation the process based facilitation model many facilitation methods and evaluation of the facilitators methods and assessment of style Inside you'll get tested and proven facilitation planning methods including dozens of worksheets explanations on elements of the process based facilitation model Discussion reviews the seven values of facilitation and twelve core principles of facilitation multiple methods to guide intervention as a facilitator sixty five articles describing concept models frameworks tools and techniques of facilitation Loaded with figures tables and worksheets this book is easy to read review and most important use Whether you're a novice or a professional this book will help you apply facilitative techniques to succeed in and out of work

Transformative Change Laura E. Reimer, Cathryne L. Schmitz, Emily M. Janke, Ali Askerov,, Barbara T. Strahl, Thomas G. Matyók, 2015-08-21 This foundational Peace and Conflict Studies text is formatted to fit inside a 14 week college university term The chapters are designed to provide a succinct overview of research theory and practice that can be

supplemented with material chosen by the professor The book introduces students to the core concepts of the field and provides an up to date alternative to the Peace and Conflict readers It will move from historical development of the field to the way forward into the future Each chapter will reflect current trends and research and contain up to date examples questions for discussion or for potential student research topics suggested reading and engaged teaching activities

Making Questions Work Dorothy Strachan,2006-11-28 This book is an invaluable desk reference for facilitators leaders coaches and anyone who wants to engage in more effective learning and decision making conversations It offers over 1700 rich questions that you can borrow or adapt to improve your inquiry skills and provides clear frameworks that point to when where and why particular questions are most useful

Creating a Culture of Collaboration Sandy Schuman,2006-08-25 Collaboration is often viewed as a one time or project oriented activity An increasing challenge is to help organizations incorporate collaborative values and practices in their everyday ways of working In *Creating a Culture of Collaboration* an international group of practitioners and researchers from Australia Belgium Canada Chile New Zealand Northern Ireland United Kingdom and the United States provide proven approaches to creating a culture of collaboration within and among groups organizations communities and societies

Supervising and Supporting Ministry Staff Kevin E. Lawson,Mick Boersma,2017-06-07 Surveys of pastoral staff repeatedly show that senior or supervising pastors consistently rate their working relationships with their associate staff members higher than do the associate staff members Satisfaction levels follow similar patterns In many cases supervisors are not aware of or attentive to the concerns of their staff and yet these staff members are critical to the success of the church *Supervising and Supporting Ministry Staff* is a research based guide to the senior associate staff relationship that is filled with real life stories and practical advice to help readers negotiate their staff relationships successfully The book focuses not only on the business mechanics of the supervisor supervisee relationship but also the full experiences of the associate staff including emotional and spiritual needs This helpful resource addresses congregations of all sizes across denominations and discusses a range of supervisor supervisee relationship types

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Table of Contents Facilitating With Ease Ingrid Bens

1. Understanding the eBook Facilitating With Ease Ingrid Bens
 - The Rise of Digital Reading Facilitating With Ease Ingrid Bens
 - Advantages of eBooks Over Traditional Books
2. Identifying Facilitating With Ease Ingrid Bens
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Facilitating With Ease Ingrid Bens
 - User-Friendly Interface
4. Exploring eBook Recommendations from Facilitating With Ease Ingrid Bens
 - Personalized Recommendations
 - Facilitating With Ease Ingrid Bens User Reviews and Ratings
 - Facilitating With Ease Ingrid Bens and Bestseller Lists

5. Accessing Facilitating With Ease Ingrid Bens Free and Paid eBooks
 - Facilitating With Ease Ingrid Bens Public Domain eBooks
 - Facilitating With Ease Ingrid Bens eBook Subscription Services
 - Facilitating With Ease Ingrid Bens Budget-Friendly Options
6. Navigating Facilitating With Ease Ingrid Bens eBook Formats
 - ePub, PDF, MOBI, and More
 - Facilitating With Ease Ingrid Bens Compatibility with Devices
 - Facilitating With Ease Ingrid Bens Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Facilitating With Ease Ingrid Bens
 - Highlighting and Note-Taking Facilitating With Ease Ingrid Bens
 - Interactive Elements Facilitating With Ease Ingrid Bens
8. Staying Engaged with Facilitating With Ease Ingrid Bens
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Facilitating With Ease Ingrid Bens
9. Balancing eBooks and Physical Books Facilitating With Ease Ingrid Bens
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Facilitating With Ease Ingrid Bens
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Facilitating With Ease Ingrid Bens
 - Setting Reading Goals Facilitating With Ease Ingrid Bens
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Facilitating With Ease Ingrid Bens
 - Fact-Checking eBook Content of Facilitating With Ease Ingrid Bens
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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