

Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

Critical Facilitation Skills for Leaders | 2 Days

Reinforcement Videos

- Five Keys to Effective Meetings featuring Howard M. Guttman
- Make Meetings Optional featuring Cali Ressler & Jody Thompson
- Influence in Global Cross Functional Teams featuring Allan Cohen
- Clarity of Intent featuring Myles Downey
- Better Decision Making through Debate Making featuring Liz Wiseman
- How the Best Leaders Run Meetings featuring Tim Sanders
- Distance Leadership: Leaders, Technology, Motivations and Management featuring Joe DiVanna
- Practice Perspective Transference featuring Scott Eblin
- How to Run a Creative Meeting featuring Lorraine Heggessey
- How to Shift the Dynamic in a Room featuring Elizabeth Doty
- What Conversations Do I Choose? featuring Susan Scott
- Use Meetings as an Engagement Opportunity featuring Dick Axelrod

Book Summaries

- *Leadership Gold – Lessons I've Learned from a Lifetime of Leading* by John C. Maxwell
- *No More Pointless Meetings: Breakthrough Sessions That Will Revolutionize the Way You Work* by Martin Murphy

Blueprints

- Meeting Effectiveness: How to Get More Done in Less Time by Antonia Porterfield, Julie Cookson and Darlene Lewis

Leader-Led Activities

- Facilitation Activities Discussion Guide
- Meeting Ground Rules Discussion Guide
- People Issues Discussion Guide
- Decisions about Meetings Facilitation Guide
- Planning an Agenda Application Guide

Self-Assessment

- Meeting Challenges
- Meeting Preparation
- People Issues

Business Impact

- Business Impact: When Too Many Meetings Are Just Too Much
- Business Impact: Making Meetings Work

Challenge

- Challenge: Managing Meetings for Productivity and Effectiveness

Tools

- Meeting Types and Attendees
- Meeting Protocols
- Agenda Planning
- Meeting Opening
- Action and Activity
- Meeting Technology Checklist

Test

- Leadership Advantage Test Yourself: Leading Effective Meetings

Core Message

- Leadership Advantage: Leading Effective Meetings 2.0

Case Study

- To Meet or Not to Meet
- Preparing to Meet
- Facilitation Methods
- Facilitating People Issues

Key Concept

- Key Concept: Meeting Types and Who Should Attend Them
- Key Concept: Meeting Protocol and Etiquette
- Key Concept: Your Objectives Lead to Your Agenda
- Key Concept: Beginning a Meeting Successfully
- Key Concept: Getting to the Heart of Your Meeting
- Key Concept: Dealing with People Issues
- Key Concept: Reserve Time for Closure
- Key Concept: Enhance Your Meeting with Technology

e-Books

- Make Meetings Matter: Ban Boredom; Control Confusion; and Terminate Time-Wasting
- Plan and Conduct Effective Meetings: 24 Steps to Generate Meaningful Results
- The Art of Convening: Authentic Engagement in Meetings; Gatherings; and Conversations

Videos/Courses

- Brainstorming 3: How to Powerfully Facilitate a Brainstorming Session
- Facilitate Creativity Using Role Storming
- The Power of Servant Leadership
- How Managers Can Facilitate a Candid Work Environment