SOFT SKILLS AND WORKPLACE COMMUNICATION

Effective Meetings and Facilitation

Design meetings around purpose, participation and decisions, then practise guiding the discussion.

4 sessions × 1.5 hours · 6 hours · 790 AZN. Prices may change depending on current conditions.

Who is it for

For managers, project leads, HR professionals and frequent meeting facilitators.

Programme purpose

Cover agendas, participation rules, questions, timekeeping and documenting decisions. Redesign a real meeting and run a short facilitation simulation.

By the end you will be able to

- You will leave with a meeting plan, decision record and individual facilitation feedback.

Practical assignments

- We will design the goal, agenda, decision method and participation plan for one of your meetings.

Session plan

01 Session 1: purpose, participants and agenda design

02 Session 2: questions, balanced participation and time

03 Session 3: facilitating difficult discussions

04 Session 4: meeting simulation, decisions and follow-up

Final practical output

You will leave with a meeting plan, decision record and individual facilitation feedback.

Assessment and feedback

The final practical work receives trainer feedback on fit to a real or sample situation, clarity of reasoning and actionable next steps.

Training format

Individual live online training only: one participant and one trainer. 4 sessions × 90 minutes (360 minutes total). Zoom / Google Meet; schedule agreed individually.

Topic references

Association for Talent Development — Training and Facilitation: https://www.td.org/education/training-facilitation-courses

References inform the topics; AİTM does not claim accreditation by these organisations.

Contact and enrolment
Aseto İnkişaf Təlim Mərkəzi (AİTM) · Bakı, Azərbaycan
+994 10 389 39 29 · custom@aitm.az · aitm.az
https://aitm.az/en/individual-online-training/effective-meetings-facilitation