



DRIVING WORLDWIDE BUSINESS EXCELLENCE

Team Leader Facilitation



Training Duration : 1 Day

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Seminar Content

This one-day hands-on seminar is designed to arm facilitators with the skills necessary to lead their teams. A good facilitator should be able to understand the various roles of facilitation and their impact on team performance. This course will help develop competency in applying facilitative behaviors to prevent and respond to team member challenges and concerns. The use of problem solving and analytical tools, as well application of the facilitation process across a variety of work settings will also be covered.

Who Should Attend

Facilitators who are responsible for AQP launch, FMEAs, or problem solving/corrective action

Recommended Training and/or Experience

None

Seminar Materials

Each participant will receive a seminar manual and a workbook including all team breakout exercises.

Seminar Goals

- › Understand the characteristics of a good facilitator
- › Learn good facilitation skills
- › Learn the tools for running an effective meeting

Seminar Outline

- › Facilitation Fundamentals
- › Essential Meeting Tools
 - Breakout Exercise: Charter and Team Development
- › Effective Meetings
- › Interventions
 - Breakout Exercise: Intervention
- › Conflict Management
 - Breakout Exercise: Conflict Management
- › Essential Process Tools
 - Breakout Exercise: Decision Making Exercise

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GLOBAL HEAD QUARTERS

OMNEX INC

Global Head Quarters,
315 E. Eisenhower Parkway,
Suite 214, Ann Arbor, MI 48108, USA
Phone: (734) 761-4940
Fax: (734) 761-4966
Email: info@omnex.com
Web: www.omnex.com

MAIN REGIONAL OFFICES

OMNEX CANADA

Email: info-ca@omnex.com

OMNEX CHINA

Email: info-cn@omnex.com

OMNEX EUROPE

Email: info-eu@omnex.com

OMNEX INDIA

Email: info-in@omnex.com

OMNEX MALAYSIA

Email: info-my@omnex.com

OMNEX MEXICO

Email: info-mx@omnex.com

OMNEX MIDDLE EAST

Email: info-me@omnex.com

OMNEX UAE

Email: info-ae@omnex.com

OMNEX SINGAPORE

Email: info-sg@omnex.com

OMNEX THAILAND

Email: info-th@omnex.com