



@ASK Training
Attitude | Skills | Knowledge



DURATION

9.00am - 5.00pm
(inclusive of 1 hour lunch break)

PREREQUISITES

Participants are required to bring their own laptop

COURSE DATES

<https://asktraining.com.sg/course-schedule/>

COURSE FEE

S\$708.50 (inclusive of 9% GST)

Course Code: **ASKFMI**

Facilitating High-Stakes Meetings: How to Lead Strategic Dialogue and Drive Action

COURSE SYNOPSIS

Unstructured or poorly led meetings lead to wasted time and delayed outcomes. This 1-day course is for professionals who want to transition from passive meeting organisers to influential facilitators who **effectively manage group dynamics** and **steer productive conversations** that lead to tangible and timely outcomes.

Through interactive exercises and practical simulations, participants will explore three core dimensions of impactful facilitation:

- Structured Facilitation: Design targeted agendas, establish clear objectives, and set ground rules
- Dynamic Facilitation: Engage diverse voices, manage friction constructively, and keep discussions on track
- Decisive Facilitation: Guide groups through consensus-building, decision-making, and action-planning

LAPTOP SPECIFICATIONS:

- ✓ Windows or Mac
- ✓ Chrome browser recommended
- ✓ Participants on government-issued devices should confirm that browser access to the workshop tools is not restricted by their agency's IT policy before attending



COURSE OBJECTIVES

By the end of this course, you should be able to:

- ✓ Design clear, purpose-driven agendas aligned with specific organisational goals.
- ✓ Apply active facilitation techniques including the use of tech tools to encourage active and inclusive participation.
- ✓ Navigate difficult dynamics, manage off-topic discussions, and constructively resolve conflicting viewpoints.
- ✓ Utilise structured tools to move groups from open discussion to decision-making.
- ✓ Establish robust follow-through frameworks, defining clear ownership, timelines, and action items to ensure accountability.



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COURSE OUTLINE

Learning Unit 1

Why Meetings Fail: Moving from Futility to Purpose

Learning Unit 2

Designing the Meeting: Framing Agendas and Setting Intentions

Learning Unit 3

Steering the Dialogue: Techniques for Active Engagement

Learning Unit 4

Managing Dynamics: Handling Resistance, Tangents, and Dominant Voices

Learning Unit 5

Driving Decisions: Consensus-Building Frameworks and Actionable Closure