



@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**

Facilitate Meetings with Impact: Leading Dialogue and Driving Decisions

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:

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

- 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



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