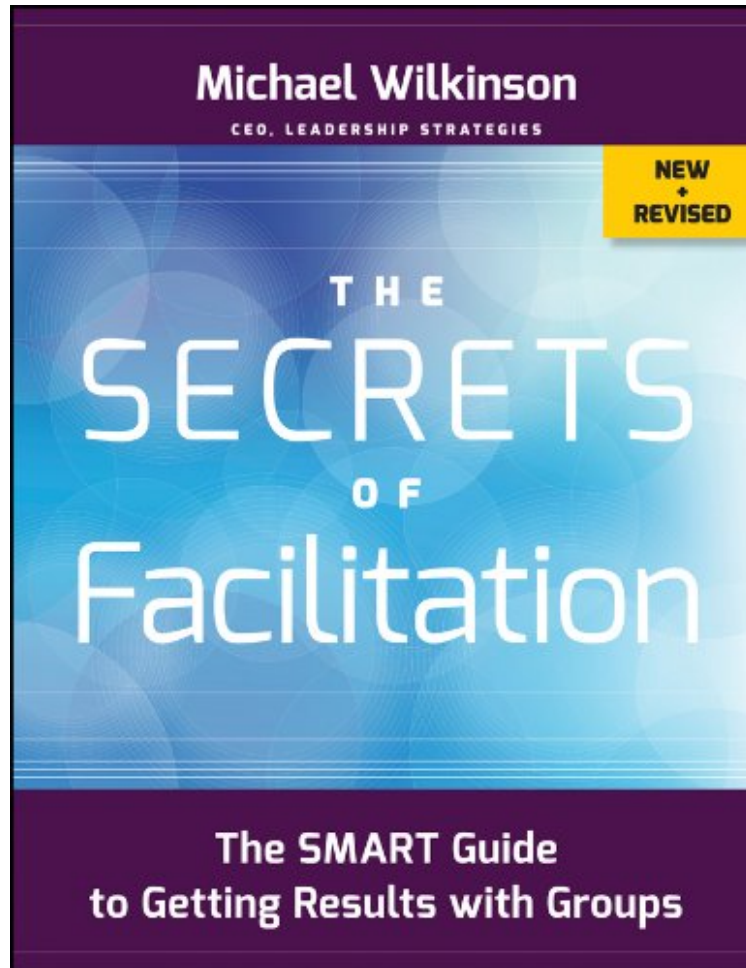


The Secrets of Facilitation: The SMART Guide to Getting Results with Groups

Michael Wilkinson

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Michael Wilkinson : The Secrets of Facilitation: The SMART Guide to Getting Results with Groups before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Secrets of Facilitation: The SMART Guide to Getting Results with Groups:

0 of 0 people found the following review helpful. Wish I Had Had This Way Back When!By BookloverThis 'reference manual is very detailed and informative. I have been a facilitator for 15 years and have been delighted to learn more about the art of facilitation. A team can have the right materials, the right people and a great leader but if the facilitation is weak, good solid results can be questionable.I would highly recommend this book whether one is just starting out or a seasoned facilitator. I wish I had had access to this information because some of my past sessions would have gone that much smoother.Thank you Michael!3 of 3 people found the following review helpful. Awesome Book....Easy ReadBy ElasesThis book breaks facilitation down into processes and steps that make sense and create flow. The writing style is easy to digest. The user cases are both of successes and failures in facilitation meetings.

Obviously you won't need every technique for every meeting but it will be good to have the techniques in my tool belt for whatever direction a meeting takes. The additional materials on the web-site make this book well worth the price. 0 of 0 people found the following review helpful. Best book on facilitation ever published By Charles Bozonier This book is hands down the best professional development book available because it builds fundamental skills that no one teaches - and somehow vastly improves over version 1 - which is easily my second favorite professional development book. I taught 5 post graduate courses for professional development directly out of this text and it was my students favorite book as well.

The revised edition of this facilitation classic offers a wealth of targeted techniques for facilitators who seek effective, consistent, and repeatable results. Based on Michael Wilkinson's proven SMART (Structured Meeting And Relating Techniques) approach, *The Secrets of Facilitation* can help to achieve stellar results when managing, presenting, teaching, planning, and selling, as well as other professional and personal situations. This expanded edition includes new chapters on facilitating virtual meetings, cross-cultural teams, and large groups and conferences. It also provides a series of strategies for engaging teams, additional information about making meetings more productive, and further guidance on preventing dysfunctional behavior. In addition, the book contains a wealth of fresh case studies and an ancillary website with must-have tools and techniques for both the beginner and the seasoned facilitator. Praise for the First Edition of *The Secrets of Facilitation* "One of the single most powerful processes is the ability to successfully lead a group to an impactful, actionable outcome. In *The Secrets of Facilitation*, beginning and experienced facilitators alike will find tools to take their results to the next level." — Jim Canfield, chief learning officer, TEC International "This book shares 'The Secrets' that have been the basis of my facilitation practice for over a decade." — Kerri McBride, past chair, International Association of Facilitators "In my career, I've seen many, many facilitators. Michael Wilkinson is the best. 'The Secrets' explain why." — Len Roberts, CEO, RadioShack "We have trained over 100 leaders and business analysts in 'The Secrets.' Great facilitation works." — Peter Scott, executive general manager, MLC — National Australia Bank "At last there is a practical, hands-on guide for anyone who works with groups or teams. This book delivers!" — Ann Herrmann-Nehdi, CEO, Herrmann International, Herrmann Brain Dominance Indicator

From the Author I am very exciting about this second edition! Jossey-Bass has encouraged the book to be expanded to include so much more. So what's new in the 2nd Edition? A lot! While I have kept the features many have said they liked in the first edition, in the new book you will find:

- Four new chapters covering:
 - o Virtual meetings
 - o Facilitating large groups and conferences
 - o Facilitating cross-cultural groups
 - o Building an in-house network of facilitators
- Ten engagement strategies that we teach to advanced facilitators
- Brief encounters
 - o Dump and clump
 - o Elevator speech
 - o Forced analogy
 - o Future letter
 - o Last person standing
 - o More of / Less of
 - o Start / Stop / Continue
 - o Talking Stick
 - o The Whip
- Eleven new secrets covering the following topics:
 - o Defining the session product: the three H's
 - o Managing a sponsor's presence
 - o Exciting people in the opening
 - o Gaining consensus on wording
 - o Preparing for a virtual meeting
 - o Engaging people virtually
 - o Facilitating large groups
 - o Facilitating conferences
 - o Managing time with speakers
 - o Facilitating cross-cultural groups
 - o Establishing an internal facilitator cadre
- Sixteen additional case studies, including:
 - o The facilitator's role in civic leadership groups
 - o The starting question to engage the VP's number two
 - o Preparing for vision council
 - o The power of the pen, ELMO and parking boards
 - o The low-key facilitator
 - o The virtual strategy monitoring session
 - o Facilitating a conference on spirituality
 - o Facilitating the strategic plan for a Caribbean government
 - o The facilitator development program at Saudi Aramco
 - o The pull strategy at Hydro One
- Expanded information on handling dysfunctions, including how to prevent the dysfunction, what to do in the moment when you are facing the dysfunction, and what to do after the moment
- An expanded list of dysfunctions which adds the following five:
 - o Cell Phone Junkie
 - o Topic Jumper
 - o Interrupter
 - o Low Energy Group
 - o Time Pressured Group
- New material on numerous topics including:
 - o Applying the secrets to running a simple meeting
 - o Applying the secrets to the first meeting of a task force
 - o Should the sponsor be in the room?
 - o When should you arrive for a meeting?
 - o The informed majority decision making process
 - o Energy and authenticity
 - o Crossing the river: my favorite team building activity
 - o Defining what can be communicated following the session
 - o Interrupting the effects of institutional power through facilitation
 - o Facilitator neutrality: fact or fiction?
 - o Facilitator certification
- A new feature in every chapter answering, "Why do this?" to highlight why a particular approach or strategy is so critically important.
- Recommended exercises at the end of each chapter to suggest ways to practice one or more key concepts covered in the chapter

My hope is that you find this new edition a worthy addition to your facilitation resource library!

About the Author Michael Wilkinson is founder and managing director for Leadership Strategies — The Facilitation Company, which specializes in facilitation training and in providing facilitators to lead executive retreats and task forces. He was named Facilitator of the Year by the Southeast Association of Facilitators in 2003 and is author of four books.