

# Facilitation Skills: Presentations, Meetings, and Town Hall Forums



**Length:** 2 days

**Audience:** All employees, sworn and non-sworn

We all know the difference between meetings and presentations that are engaging and effective, and those that drone on, get off topic, or disintegrate into conflict. The former is refreshing and productive—and the latter can be excruciating. But how do you make sure that the meetings or presentations you facilitate are always of the first variety? The MTS Facilitation and Presentation Skills Development course is a total immersion workshop designed to develop attendees' ability to facilitate effective group discussions regardless of their format. The intention is to build a facilitator who can accomplish participant engagement and overall presentation/meeting effectiveness. Attendees will learn and apply skills to facilitate meetings and presentations and to provide powerful and positively memorable sessions.

## Objectives:

- Compose an effective agenda, presentation opening, and closing that call others to action
- Recognize what contributes to a successful presentation or meeting
- Develop a powerful presentation using an easy 10-step process
- Review and practice facilitation techniques that promote involvement and productive dialogue in presentations, trainings, meetings, and other group forums
- Demonstrate excitement and energy in group dialogues
- Define techniques for capturing and holding an audience's attention
- Ask open-ended questions that promote learning and cohesive behaviors
- Develop a plan for facilitating difficult discussions and work with challenging audiences
- Use vocal range, tone, and body language to enhance presentations
- Create question and answer periods that promote involvement
- Review methods to incorporate visual aids effectively
- Identify common time-wasters

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# Let us challenge the way your employees think, and improve the way they perform...

Moser Training Solutions, LLC (MTS) is privileged to work with corporate and government leaders who want to improve employee and customer satisfaction, while enhancing both individual and team performance.

What we do:

- Provide professional and career development training
- Customize training to the client's needs
- Coaching (career advancement, study techniques and effective writing skills)
- Conduct individual and program assessment
- Provide law enforcement subject matter expertise
- Project management and consultation
- Prepare private industry for emerging threats

## Train-the-Trainer

Instructor Development (and recertification)  
Field Training Officer (FTO)  
Police Training Officer (PTO)  
Advanced Coaching (FTO/PTO)  
Basic Recruit Academy Instructor

## Professional Development

Building Outstanding Teams  
Customer Service for Public Safety  
Problem-Solving, Decision-Making  
Resolving and Navigating Conflict  
Facilitation Skills  
Ethics, Stress and Negativity  
Project Management

## Leadership

Leader in Blue/Operational Readiness  
Leaving a Legacy Through Leadership  
Leading During Challenging Times  
Leading and Influencing at all Levels  
Performance Management for Supervisors

## Career Advancement

Excelling Through Written Correspondence  
Preparation for Career Related Interviews  
Assessment Center Preparation  
Improving Cognitive and Test Taking Skills  
Resume Preparation  
One-on-One Career Coaching  
Individual Assessment and Compliance Issues

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