

KOENIG SOLUTIONS • COURSE OUTLINE

Facilitation: Brainstorming & Remote Sessions

Learn to plan, lead and facilitate meetings, brainstorming sessions, remote sessions and international sessions.

3

MODULES

8

TOPICS

COURSE OVERVIEW

This course covers planning a meeting, including clarifying its purpose, gaining familiarity with the subject matter and creating an agenda. It then addresses facilitating the meeting itself, covering how to lead a session effectively, manage a brainstorming session and facilitate difficult sessions. Finally, it looks at facilitating remote sessions, including managing remote sessions and facilitating international sessions.

WHO THIS COURSE IS FOR

Facilitators

Meeting Organisers

Team Leads

Project Managers

Remote Team Members

LEARNING OBJECTIVES

- Clarify the purpose of a meeting
- Assess familiarity with the meeting subject matter
- Create a meeting agenda
- Lead a session effectively
- Manage a brainstorming session
- Facilitate difficult sessions
- Manage remote sessions
- Facilitate international sessions

3 Modules, 8 Topics

01

Planning the Meeting

TOPICS

Clarify the Purpose of the Meeting · Familiarity with the Meeting Subject Matter · Create the Agenda

02

Facilitating the Meeting

TOPICS

Lead a Session Effectively · Manage a Brainstorming Session · Facilitate Difficult Sessions

03

Facilitating Remote Sessions

TOPICS

Manage Remote Sessions · Facilitate International Sessions

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com

✉ info@koenig-solutions.com