



**Facilitation Skills: Helping Groups Make Decisions
: Simple Steps to Help Groups & Teams Focus on
the Issue and Build Agreement on Solutions
(Personal leadership series)**

Gregory B. Putz

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Facilitation Skills: Helping Groups Make Decisions : Simple Steps to Help Groups & Teams Focus on the Issue and Build Agreement on Solutions (Personal leadership series)

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A comprehensive guidebook outlining the six steps to group decision making. The book includes practical advice on setting up the meeting room, use of flipcharts, building consensus, and handling conflict. Important information on do's and don 'ts and frequently asked questions are included in the text. Special emphasis is placed on the neutral role of the facilitator. An easy to follow format, this book is an essential tool for any community leader, as well as business manager, supervisor, or team leader.

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