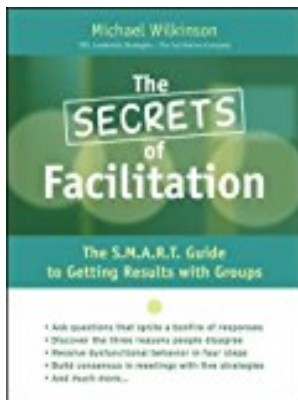


# [PDF] The Secrets Of Facilitation: The S.M.A.R.T. Guide To Getting Results With Groups

Michael Wilkinson - pdf download free book

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**Books Details:**

Title: The Secrets of Facilitation:  
Author: Michael Wilkinson  
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**Description:**

**Review** "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

"Michael Wilkinson is hands down the most talented and effective facilitator with whom I have ever worked or seen. He combines his proven facilitation techniques and approaches with a keen strategic and business sense to consistently produce performance-based results."--Brian A. Gallagher, president and CEO, United Way of America

"As the superintendent of a school district in the middle of an intensive organizational reform, I know the importance of facilitative leadership. Anyone who is considering organizational change will welcome this precise, concise, and lucid guide." --Beverly Hall, superintendent, Atlanta Public Schools

**From the Inside Flap** The Secrets of Facilitation delivers a clear vision of facilitation excellence and reveals the specific techniques effective facilitators use to produce consistent, repeatable results with groups. Author Michael Wilkinson has trained thousands of managers, analysts, and consultants around the world to apply the power of SMART (Structured Meeting And Relating Techniques) facilitation to achieve amazing results with teams and task forces. He shows how anyone can use these proven group techniques in managing, presenting, teaching, planning, selling, and other professional as well as personal situations.

Using this resource as your guide you will learn how to

- Ask questions that ignite a bonfire of responses
- Dynamically address the three reasons people disagree
- Resolve dysfunctional behavior in four stages
- Build consensus in meetings with five strategies

In addition, The Secrets of Facilitation is chock-full of real-world learning from myriad case studies and sample dialogues. Written as a practical resource, the book's numerous tips and checklists can be put into immediate use. Keep The Secrets of Facilitation handy to help you

- Get people excited and participating right from the beginning
- Use specific follow-up questions to challenge or probe responses
- Float an idea without disempowering the group
- Keep the energy high over a multi-day session
- Develop a custom process to meet a specific need
- Gain commitment to action and not just involvement in the discussion

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