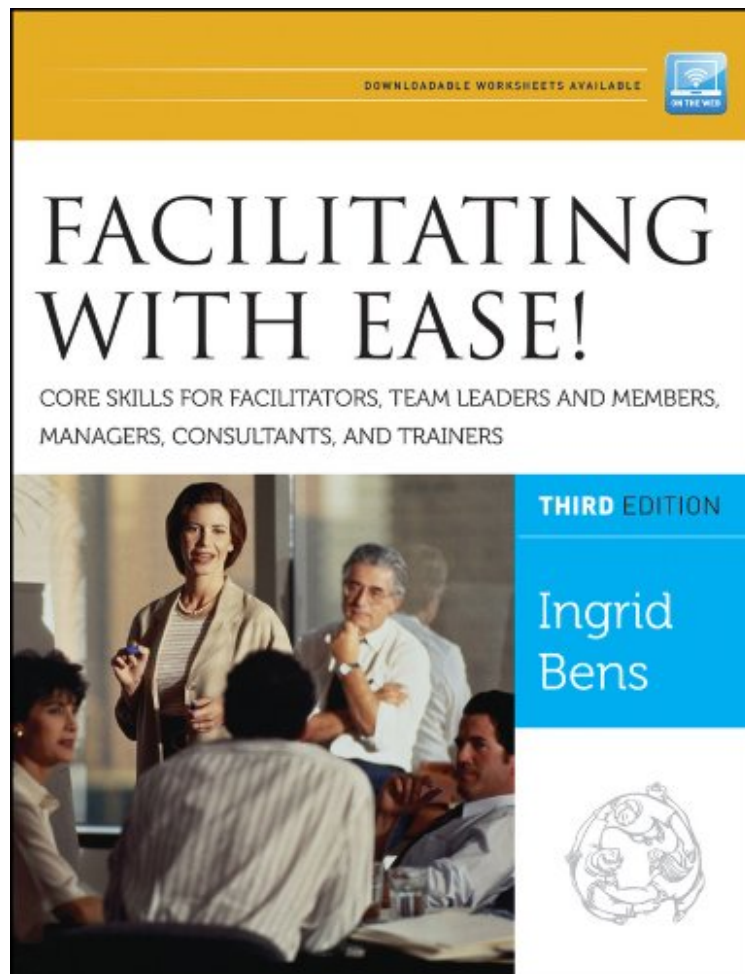


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## Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers

*Ingrid Bens*

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**Ingrid Bens : Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Facilitating with Ease! Core Skills for Facilitators, Team Leaders and Members, Managers, Consultants, and Trainers:

0 of 0 people found the following review helpful. Great book with practical "How To" for every occasion By Adama Coulibaly As a team leader regularly facilitating team meetings, I found this book extremely useful. The book is full of practical and implementable tips and tools to facilitate various types of meeting. It can be used as a handbook you can quickly refer to before each meeting in order to select the right tool or approach to achieve sessions objectives or facilitate decisions making process. 3 of 3 people found the following review helpful. Very good content - not a good download for Kindle By Shawnte Jones I purchased this book on my Kindle for a graduate level course and was very

pleased with the content. Ordering it for my Kindle was not the best idea! There were several work sheets recommended for use in the book, but with it being downloaded, I could find no option on how to print the pages for hardcopy use - even after downloaded it to my computer. This was frustrating because my professor wanted us to reference pages (there are only locations with the electronic version) throughout the book in class and to use the checksheets when observing my fellow classmates. If anyone plans to fully utilize this book, I recommend purchasing the hardcopy. 2 of 2 people found the following review helpful. Great resource By A Life Explorer For any one who does facilitating even if just running internal meetings, this is a good resource to have. Even if you are an experienced facilitator, a good tool to have for reviewing ideas and different approaches from time to time. Not cheap but I am guessing the revisions have added a lot to this book (I bought the third edition). Not something I am going to sit down and read the whole thing but both my wife and I have been using it from time to time (we're both consultants) and getting through decision meetings and other sessions with groups can be tricky at times. Always possible to learn new things and this book should help even if you already know many of the ideas. We found it at the library and got tired of renewing, returning and checking it out again and wanted to have a readily available copy.

Since the publication of the first edition of *Facilitating with Ease!* in 2000, this bestselling book has become the "go-to" reference for anyone who wants to become skilled in the art of facilitation. This thoroughly revised and updated third edition includes easy-to-follow instructions, techniques, and hands-on tools. *Facilitating with Ease!* offers the basics on running productive meetings with confidence and includes the information needed to train others to become skilled facilitators as well. Filled with dozens of exercises, surveys, and checklists that can be used to transform anyone into an effective facilitator, this revised edition covers new topics such as: Why and when leaders should facilitate and how to manage neutrality Diversity, globalization, new technologies, and employee engagement When leaders should facilitate and when others should do it Sharing facilitation with others This new edition also includes meeting design template, surveys, and questionnaires Praise for *Facilitating with Ease!* "Facilitating With Ease! provides clear and effective guidelines for group facilitation. In China we are using this book to help organizations develop facilitative leaders who can successfully invoke the spirit of cooperation and team synergy." ?Ren Wei, professional facilitator, X'ian, China "Facilitating With Ease! helps beginners as well as experienced facilitators find their way among different aspects of facilitation. Easy to understand, this book provides insight into the principles of facilitation and examples of practical applications for concrete situations." ?Sieglinde Hinger, Siemens Corporation, Austria "Facilitating with Ease! is the fundamental read if you want to be an effective facilitator. We refer to it all the time and consider it a core competency for our consultants." ?Ian Madell, managing director, LEVEL5 Branded Business Advisors, Toronto, Canada "If you're only going to buy one book on facilitation, this is the one to buy! That's what we tell the managers, consultants and facilitators who attend our facilitation training programs. It's a gold mine of ideas, resources and practical tools." ?Ronnie McEwan, director, Kinharvie Institute, Glasgow, Scotland "I have been using Ingrid's materials for many years and find her books to be far above everything else out there. This latest revision builds on what was already great and will surely increase the effectiveness of any practitioner." ?Mark Vilbert, program leader, Boeing Leadership Center

From the Back Cover *Facilitating with Ease!* Since the publication of the first edition of *Facilitating with Ease!* in 2000, this bestselling book has become the "go-to" reference for anyone who wants to become skilled in the art of facilitation. This thoroughly revised and updated third edition includes easy-to-follow instructions, techniques, and hands-on tools that are available both in the book and on the accompanying website: [www.josseybass.com/go/ingridbens](http://www.josseybass.com/go/ingridbens). *Facilitating with Ease!* offers the basics on running productive meetings with confidence and includes the information needed to train others to become skilled facilitators as well. Filled with dozens of exercises, surveys, and checklists that can be used to transform anyone into an effective facilitator, this revised edition covers new topics such as: Why and when leaders should facilitate and how to manage neutrality Diversity, globalization, new technologies, and employee engagement When leaders should facilitate and when others should do it Sharing facilitation with others This new edition also includes meeting design template, surveys, and questionnaires Praise for *Facilitating with Ease!* "Facilitating With Ease! provides clear and effective guidelines for group facilitation. In China we are using this book to help organizations develop facilitative leaders who can successfully invoke the spirit of cooperation and team synergy." —Ren Wei, professional facilitator, X'ian, China "Facilitating With Ease! helps beginners as well as experienced facilitators find their way among different aspects of facilitation. Easy to understand, this book provides insight into the principles of facilitation and examples of practical applications for concrete situations." —Sieglinde Hinger, Siemens Corporation, Austria "Facilitating with Ease! is the fundamental read if you want to be an effective facilitator. We refer to it all the time and consider it a core competency for our consultants." —Ian Madell, managing director, LEVEL5 Branded Business Advisors, Toronto, Canada "If you're only going to buy one book on facilitation, this is the one to buy! That's what we tell the managers, consultants and facilitators who attend our facilitation training programs. It's a gold mine of ideas, resources and practical tools." —Ronnie McEwan, director, Kinharvie Institute, Glasgow, Scotland "I have been using

Ingrid's materials for many years and find her books to be far above everything else out there. This latest revision builds on what was already great and will surely increase the effectiveness of any practitioner."mdash;Mark Vilbert, program leader, Boeing Leadership Center This book includes professional content that can be accessed from our Web site when you register at [www.josseybass.com/go/ingridbens](http://www.josseybass.com/go/ingridbens) using the password professional. About the Author Ingrid Bens is a consultant and trainer whose special areas of expertise are facilitation skills, team building, conflict management, and employee and organizational change. Bens is the founder of both Participative Dynamics, a consulting firm located in Sarasota, Florida, and Facilitation Tutor, an on-line learning portal.