



## **Facilitation Made Easy**

*Practical Tips to Improve Meetings & Workshops*

Esther Cameron

*A Resource Review by Erica MacInnis, Assistant Business Management Coordinator*

In today's changing business climate, where competition is fierce and time is precious, facilitation skills are a must. We are all familiar with meetings that turned out to be frustrating, lengthy and unproductive. The question is, what is the best means by which large groups can successfully engage in sharing ideas and making decisions?

*"Today everyone in business is into teams, but learning how to think together involves very high-level skills that few managers have."*

Peter Senge

The author of "*Facilitation Made Easy*", Esther Cameron, has written a very comprehensive book covering all aspects of facilitating a workshop. Her goal in writing the book was to make facilitation skills accessible to everyone. Cameron has created a book that is easy to read with lots of examples which she draws on from her personal experiences as a workshop facilitator. This book is geared at the individual who is new at facilitating, although even those with experience could gain insightful tips to better facilitate and organize their workshops.

"*Facilitation Made Easy*" primarily focuses on the planning and running of a facilitated workshop. However, the author takes the time to explain some important components of a successful workshop such as understanding group psychology and creating a productive environment. A nice feature of this book is that each chapter can be read independently of the others enabling you to focus on your precise area of interest whether it is planning a workshop or interpreting body language.

The book also features segments entitled "stop and think". The questions featured in these segments present the reader with an opportunity to think independently about how they could best respond in a given situation. Suggested responses are located in the back of the book and offer the authors insightful opinion on situations that may arise when working with a group. A practical, easy read, "*Facilitation Made Easy*", by Esther Cameron, is a must for anyone who wants to enhance their facilitation skills or just improve their understanding of group dynamics.

For more information on facilitating meetings and workshops, contact your local agricultural office or visit the Business Management Online Resource Library at <http://www.gov.ns.ca/nsaf/bmed>.