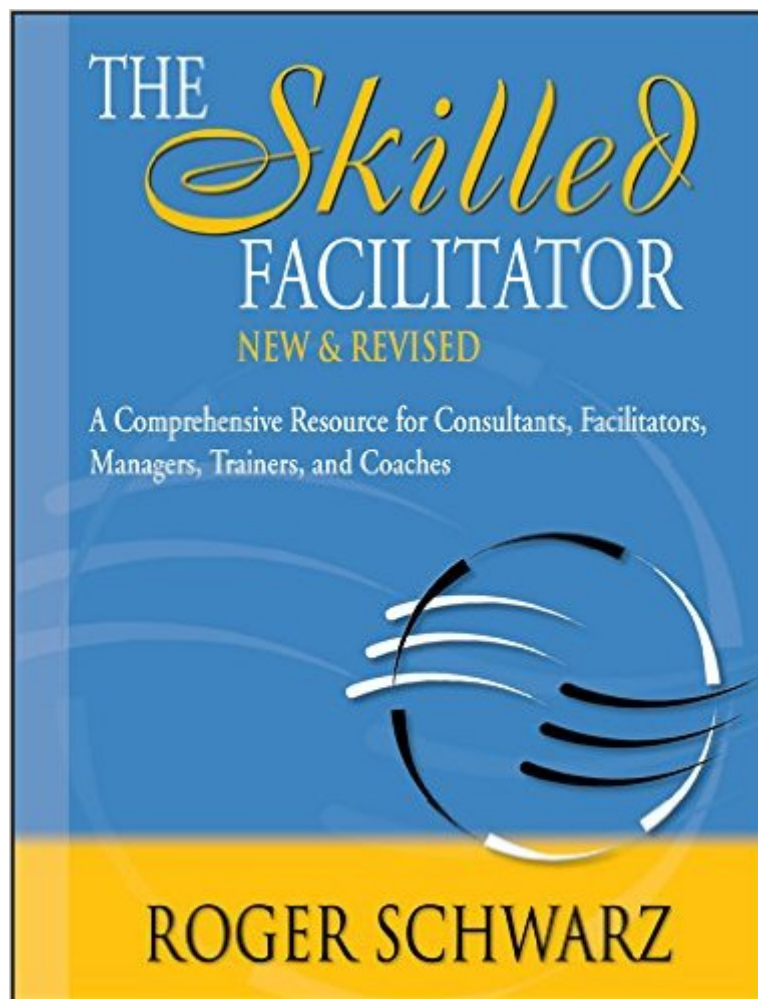


The book was found

The Skilled Facilitator: A Comprehensive Resource For Consultants, Facilitators, Managers, Trainers, And Coaches



Synopsis

When it was published in 1994, Roger Schwarz's *The Skilled Facilitator* earned widespread critical acclaim and became a landmark in the field. The book is a classic work for consultants, facilitators, managers, leaders, trainers, and coaches--anyone whose role is to facilitate and guide groups toward realizing their creative and problem-solving potential. This thoroughly revised edition provides the essential materials for anyone that works within the field of facilitation and includes simple but effective ground rules for group interaction. Filled with illustrative examples, the book contains proven techniques for starting meetings on the right foot and ending them positively and decisively. This important resource also offers practical methods for handling emotions when they arise in a group and offers a diagnostic approach for identifying and solving problems that can undermine the group process.

Book Information

Hardcover: 432 pages

Publisher: Jossey-Bass; 2 edition (June 15, 2002)

Language: English

ISBN-10: 0787947237

ISBN-13: 978-0787947231

Product Dimensions: 7.4 x 1.5 x 9.6 inches

Shipping Weight: 1.9 pounds (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (29 customer reviews)

Best Sellers Rank: #69,340 in Books (See Top 100 in Books) #44 in [Books > Textbooks > Business & Finance > Entrepreneurship](#) #104 in [Books > Textbooks > Business & Finance > Human Resources](#) #283 in [Books > Textbooks > Business & Finance > Management](#)

Customer Reviews

The subtitle of this accessible guide to facilitation, "Practical Wisdom For Developing Effective Groups", accurately describes the book's scope and utility. In four parts and thirteen chapters, Schwarz provides an overview, with countless meaningful examples, of how facilitators can most effectively help groups develop their capacity for improvement. He distinguishes between two types of facilitation: (1) Basic facilitation, which aims to help a group "solve a substantive problem"; and (2) Developmental facilitation, which accomplishes basic facilitation while helping a group learn "to improve its process". He argues that three core values underlie effective group and facilitator behavior. The first is "valid information", which means that relevant information is shared by group

members and that all groups members can validate and understand the information. The second is "free and informed choice", which means that group members define their own goals and methods of achieving those goals using valid information. The third is, "internal commitment to the choice", which means that group members take responsibility for their decisions by making informed choices based on valid information. Using a basic or developmental approach, facilitators most effectively intervene by making explicit and modeling these core values. These values are maintained by a group agreeing and sticking to essential ground rules, which Schwarz lists on p. 75 and treats extensively throughout the book. In the heart of Schwarz's book are seven chapters on intervening effectively in groups. In those chapters, he advises the reader on, among other things, how to intervene, meeting management, group problem-solving, following ground rules, and dealing with emotions.

[Download to continue reading...](#)

The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers, and Coaches
Get Clients Now! (TM): A 28-Day Marketing Program for Professionals, Consultants, and Coaches
Technical Sales Tips: Time Tested Advice for Sales Engineers, Technical Account Managers and Systems Consultants
Sports Analytics: A Guide for Coaches, Managers, and Other Decision Makers
Coaching Agile Teams: A Companion for ScrumMasters, Agile Coaches, and Project Managers in Transition (Addison-Wesley Signature Series (Cohn))
15 Minutes Coaching: A "Quick & Dirty" Method for Coaches and Managers to Get Clarity About Any Problem (Tools for Success Book 2)
Facilitator's Guide to Participatory Decision-Making (Jossey-Bass Business & Management Series)
Comprehensive Financial Planning Strategies for Doctors and Advisors: Best Practices from Leading Consultants and Certified Medical Planners™
The Doctors Book of Home Remedies for Dogs and Cats: Over 1,000 Solutions to Your Pet's Problems from Top Vets, Trainers, Breeders and Other Animal Experts
History of Horse Racing: First Past The Post: Champion Thoroughbreds, Owners, Trainers and Jockeys, Illustrated with 220 Drawings, Paintings and Photographs
What Shamu Taught Me about Life, Love, and Marriage: Lessons for People from Animals and Their Trainers
CAST Exam Secrets Study Guide: CAST Test Review for the Construction and Skilled Trades Exam
Stress-Management and Relaxation Activities for Trainers
Financial Management for Nurse Managers and Executives, 4e (Finkler, Financial Management for Nurse Managers and Executives)
The Reading Strategies Book: Your Everything Guide to Developing Skilled Readers
The Little Book of Persuasion: Defend Yourself by Becoming a Skilled Persuader
The Skilled Pastor: Counseling as the Practice of Theology
Mastering Automotive Digital Marketing: A training guide for Dealer Principals, General Managers, and Digital

Marketing Managers ACSM's Resource Manual for Guidelines for Exercise Testing and Prescription
(Ascms Resource Manual for Guidlies for Exercise Testing and Prescription) Maximizing the Value
of Consulting: A Guide for Internal and External Consultants

[Dmca](#)