Facilitation and Meeting Management Skills for Team Leaders

Corporate Communications

Course Overview

Facilitation and Meeting Management Skills for Team Leaders: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Facilitation and Meeting Management Skills for Team Leaders
- Apply practical tools and techniques for Facilitation and Meeting Management Skills for Team Leaders in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Facilitation and Meeting Management Skills for Team Leaders in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Facilitation and Meeting Management Skills for Team Leaders in today's organisation
2. Key concepts and the language of Facilitation and Meeting Management Skills for Team Leaders
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Facilitation and Meeting Management Skills for Team Leaders with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
9 to 13 Nov 2026	Durban	**$1,550**
30 Nov to 4 Dec 2026	Accra	**$1,395**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.