

## Larry Hubbard & Associates Facilitation Skills Course Outline

### Course Overview:

This two-day course prepares you to facilitate a self-directed team meeting, a management meeting, or other important event. The course is structured to provide participants with actual, hands-on experience making presentations and facilitating simple exercises.

### Course Objectives:

- How to plan a facilitated meeting
- How to facilitate a meeting
- How to deal with different personality types
- How to record meeting data

### Who Should Attend:

- Anyone planning to conduct a facilitated meeting.

### Course Modules (16 CPE hours):

- Presentation skills – presentations by participants
- Facilitation skills overview
- Dealing with different personality types
- Preparing for a workshop
- Workshop practice sessions

### Course Leader:

Larry Hubbard is a professional trainer and consultant with a broad background in accounting, auditing, and finance. Prior to founding Larry Hubbard & Associates, Larry's work experience included Mobil Corporation and Ernst & Young. More information is at: [www.LHubbard.com](http://www.LHubbard.com)

### Administration:

No advance preparation or prerequisites are necessary for this course. The program level is basic. The delivery method is Group-Live and 16 CPE hours in the Personal Development field of study are available.

Larry Hubbard & Associates is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. Website: [www.nasba.org](http://www.nasba.org)

For information regarding registration, cancellation or administrative policies such as concerns, complaints or comments, email [Larry@LHubbard.com](mailto:Larry@LHubbard.com).