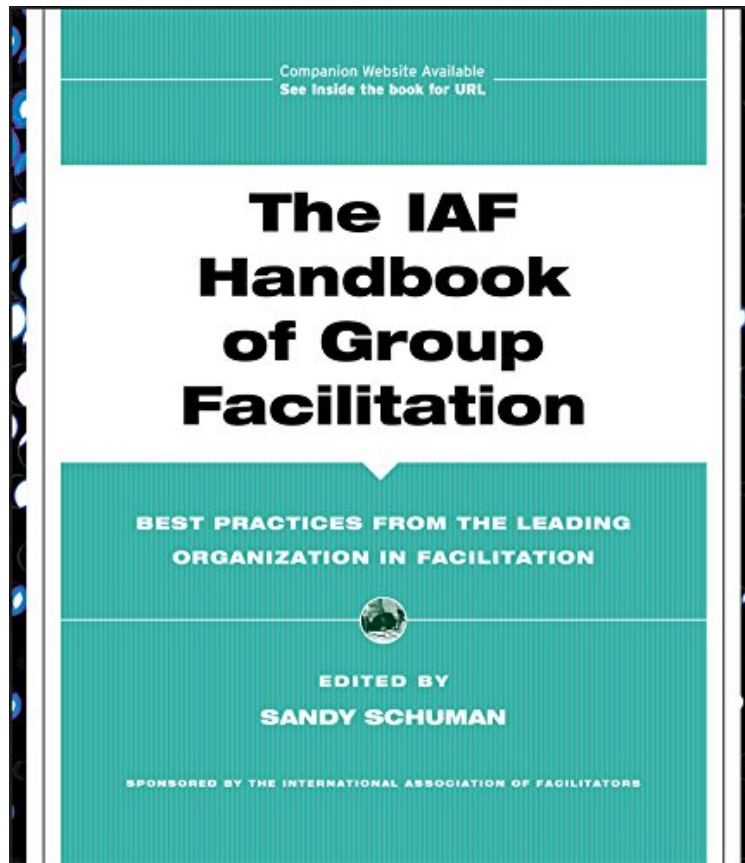


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## The IAF Handbook of Group Facilitation: Best Practices from the Leading Organization in Facilitation (J-B International Association of Facilitators)

*From Jossey-Bass*

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**From Jossey-Bass : The IAF Handbook of Group Facilitation: Best Practices from the Leading Organization in Facilitation (J-B International Association of Facilitators)** before purchasing it in order to gage whether or not it would be worth my time, and all praised The IAF Handbook of Group Facilitation: Best Practices from the Leading Organization in Facilitation (J-B International Association of Facilitators):

1 of 1 people found the following review helpful. Great Facilitation HandbookBy strohWell done.0 of 1 people found the following review helpful. Three StarsBy Customerjust glanced the book. I'll know more later.13 of 14 people found the following review helpful. A TOP-NOTCH, IN-DEPTH INTRODUCTION TO FACILITATION.By Yvette Borcia and Gerry SternAn extraordinarily rich and in-depth introduction to the subject. Each chapter is written by one or more experts. The book covers such topics as:- creating an ongoing client relationship;- the skilled facilitator approach;- process issues such as difficult personalities;- facilitation planning and preparation;- building trust;- the art of drawing out the best in people;- building a collaborative environment;- facilitating the whole system in the room;-

improvisation in facilitation;- virtual meetings;- facilitating communication in group decision making discussions;- how to build your facilitation expertise. These topics are but a sampling, to give some idea of the scope and depth of this most valuable volume, which takes the reader far deeper than methods and techniques. The book is well organized and very accessible. Based on our organization diagnosis, design and change consulting experience ([...] we find this book to be a terrific resource for practitioners.

Sponsored by the International Association of Facilitators, The IAF Handbook of Group Facilitation offers the need-to-know basics in the field brought together by fifty leading practitioners and scholars. This indispensable resource includes successful strategies and methods, foundations, and resources for anyone who works with groups. The IAF Handbook of Group Facilitation provides an overview of the field for new and aspiring practitioners and a reliable reference for experienced group facilitators, including chapters on

- Creating positive ongoing client relationships
- Building trust and improving communications
- Facilitating group brainstorming sessions
- Drawing out the best in people
- Developing a collaborative environment
- Designing and facilitating dialogue
- Managing conflicting agendas
- Working with multicultural groups
- Using improvisation
- Understanding virtual meetings
- Facilitating team start-up
- Assessing group decision processes
- Building expertise in facilitation
- Reviewing core facilitation competencies
- Modeling positive professional attitudes

From the Inside Flap The IAF Handbook of Group Facilitation Sponsored by the International Association of Facilitators, "The IAF Handbook of Group Facilitation" offers the need-to-know basics in the field brought together by fifty leading practitioners and scholars. This indispensable resource includes successful strategies and methods, foundations, and resources for anyone who works with groups. "The IAF Handbook of Group Facilitation" provides an overview of the field for new and aspiring practitioners and a reliable reference for experienced group facilitators, including chapters on

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This wide-ranging collection also features a CD-ROM with the complete collection of articles published in the first five issues of "Group Facilitation: A Research and Applications Journal."

From the Back Cover The IAF Handbook of Group Facilitation Sponsored by the International Association of Facilitators, The IAF Handbook of Group Facilitation offers the need-to-know basics in the field brought together by fifty leading practitioners and scholars. This indispensable resource includes successful strategies and methods, foundations, and resources for anyone who works with groups. The IAF Handbook of Group Facilitation provides an overview of the field for new and aspiring practitioners and a reliable reference for experienced group facilitators, including chapters on

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About the Author The Editor Sandy Schuman is president of Executive Decision Services LLC, a consulting firm in Albany, New York, specializing in strategic decision making, collaborative problem solving, consensus building, public involvement, and information management. He is also a research associate at the Center for Policy Research, University at Albany, SUNY. Schuman is the author of numerous articles and book chapters and speaks widely at conferences on facilitation, decision making, conflict resolution, and collaborative systems. He moderates the Electronic Discussion on Group Facilitation and is the editor of Group Facilitation: A Research and Applications Journal.