



# The Facilitator Excellence Handbook

By Fran Rees

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## The Facilitator Excellence Handbook By Fran Rees

This is the thoroughly revised and updated edition of the best-selling *The Facilitator Excellence Handbook*. Written for both new and experienced facilitators, the second edition of *The Facilitator Excellence Handbook* offers a comprehensive guide for understanding the full range of skills, processes, and knowledge needed to become an effective facilitator. The book addresses a variety of facilitation opportunities, challenges, and problems and also contains

- A variety of verbal and nonverbal facilitation techniques
- Step-by-step facilitation processes and tools
- Information on how to facilitate conflict resolution in groups and how to facilitate difficult situations
- Instructions for designing and leading group work
- Examples of how various levels of facilitator competency are called for in different types of groups
- Techniques for facilitating meetings, teams, virtual teams, and organization-wide projects
- Discussions on the art of facilitating and what makes a great facilitator

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## The Facilitator Excellence Handbook By Fran Rees Bibliography

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### Editorial Review

From the Back Cover

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The Web content that accompanies this book includes a fully reproducible version of the Facilitator Skills Profile, which provides insight into a facilitator's key development areas.

About the Author

The Author

**FRAN REES** is an experienced manager, consultant, and trainer in both the public and private sectors. She is the owner and principal consultant of Rees & Associates, a Phoenix-based training and consulting firm. She is the author of several books including *How to Lead Work Teams: Facilitation Skills (Second Edition)*, *Teamwork from Start to Finish*, and *25 Activities for Developing Team Leaders*, all from Pfeiffer.

### Users Review

**From reader reviews:**

**John Tillery:**

The particular book The Facilitator Excellence Handbook has a lot of knowledge on it. So when you make sure to read this book you can get a lot of advantage. The book was written by the very famous author. Tom makes some research before write this book. This kind of book very easy to read you can find the point easily after looking over this book.

**Carrie Hunter:**

Why? Because this The Facilitator Excellence Handbook is an unordinary book that the inside of the book waiting for you to snap this but latter it will zap you with the secret this inside. Reading this book beside it

was fantastic author who else write the book in such remarkable way makes the content within easier to understand, entertaining method but still convey the meaning completely. So , it is good for you because of not hesitating having this any more or you going to regret it. This book will give you a lot of gains than the other book have such as help improving your talent and your critical thinking approach. So , still want to hold up having that book? If I ended up you I will go to the publication store hurriedly.

**Eddie Grabowski:**

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