



The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers, and Coaches

By Roger Schwarz

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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.

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Editorial Review

Review

"The Skilled Facilitator is an invaluable text and should be required reading for all who aspire to excellence in facilitation." (*Training Media Review*, June 26, 2003)

From the Inside Flap

THE SKILLED FACILITATOR

NEW AND REVISED EDITION

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 guide groups toward realizing their creative and problem-solving potential.

This thoroughly revised edition provides the essential materials for facilitators 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.

Based on Schwarz's practical experience working in the field and the feedback he has received in his dynamic workshops, this revised edition is easier to use and much more accessible. Grounded in the latest thinking on teams, organization development, and facilitation, this new edition

- Takes a more conversational approach
- Offers a clear analysis of the Skilled Facilitator approach, based on a set of core values, assumptions, and principles
- Defines the five facilitative roles—facilitator, leader, coach, consultant, and trainer
- Shows how groups can act inconsistently with ground rules and what to do to intervene
- Describes the theories that guide a facilitator's actions

The Skilled Facilitator also includes practical advice on how to work with outside consultants and how to facilitate groups within one's own organization, along with a groundbreaking section on facilitative leadership.

From the Back Cover

Praise for *The Skilled Facilitator, New and Revised Edition*

"Everyone wants to be a facilitator: consultants, managers, even teachers. What is desperately needed is a common, practical reference for understanding facilitation in diverse professional settings. No one has done a better job than Roger Schwarz of synthesizing the major theoretical underpinnings and translating them into clear, usable guidelines for practitioners."

—Peter M. Senge, author, *The Fifth Discipline*

"*The Skilled Facilitator* has always been an outstanding resource for new and seasoned facilitators, managers, and organizational leaders. The additions and enhancements in the revised edition make this well-written book a must for anyone who works with groups. Roger is an exceptional consultant and inspirational teacher who walks his talk."

—**Nadine Bell**, certified professional facilitator and past chair of the International Association of Facilitators

"This book replaces about a dozen that I have on my shelf. It has become *the* book on facilitation that aspiring and accomplished consultants should read."

—**Geoffrey Bellman**, author of *The Consultant's Calling* and *Getting Things Done When You Are Not in Charge*

"*The Skilled Facilitator* has many good tips and practical suggestions to help everybody be a better facilitator, which is the task for all of us."

—**Peter Block**, author, *Flawless Consulting* and *Stewardship*

"As a small business competing with giants, we can't afford to waste time or money on 'flavor of the month' approaches. The Skilled Facilitator approach is our foundation for developing teams to maintain a competitive advantage."

—**Jeff Koeze**, owner and CEO, Koeze Company

"I recommend this book with enthusiasm to professionals in all fields, to consultants, graduate students, and thoughtful managers. Schwarz has done an excellent job of integrating social science theories with valuable advice. He makes both come alive with rich, excellent examples."

—**Chris Argyris**, James Bryant Conant Professor, emeritus, Harvard University, and author of *Knowledge for Action*

Users Review

From reader reviews:

Richard Reid:

This book untitled The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers, and Coaches to be one of several books in which best seller in this year, honestly, that is because when you read this publication you can get a lot of benefit on it. You will easily to buy this specific book in the book store or you can order it by way of online. The publisher with this book sells the e-book too. It makes you more easily to read this book, because you can read this book in your Mobile phone. So there is no reason to you to past this guide from your list.

Susan Romero:

Reading a guide tends to be new life style in this era globalization. With reading you can get a lot of information that will give you benefit in your life. Using book everyone in this world can certainly share their idea. Ebooks can also inspire a lot of people. Lots of author can inspire their particular reader with their story or their experience. Not only the storyplot that share in the ebooks. But also they write about the data about something that you need instance. How to get the good score toefl, or how to teach your young ones, there are many kinds of book that exist now. The authors in this world always try to improve their talent in writing, they also doing some study before they write on their book. One of them is this The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers, and Coaches.

Gertrude Hoskins:

The actual book The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers, and Coaches has a lot info on it. So when you make sure to read this book you can get a lot of profit. The book was authored by the very famous author. The author makes some research before write this book. This specific book very easy to read you may get the point easily after looking over this book.

James Hanson:

In this period globalization it is important to someone to find information. The information will make professionals understand the condition of the world. The fitness of the world makes the information much easier to share. You can find a lot of references to get information example: internet, magazine, book, and soon. You can see that now, a lot of publisher which print many kinds of book. The actual book that recommended for you is The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Managers, Trainers, and Coaches this guide consist a lot of the information on the condition of this world now. This particular book was represented how can the world has grown up. The terminology styles that writer make usage of to explain it is easy to understand. The particular writer made some exploration when he makes this book. That is why this book suited all of you.

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