

Helping Family Businesses Prosper Across Generations®

Skills for Family Meeting Facilitators

The Loyola University Chicago Family Business Center has initiated a "Family Business Communications Task Force" to stimulate the family meetings process and to help family members develop the skills necessary to facilitate family meetings. At its first meeting, the task force developed its version of the skills necessary to serve effectively as a family meeting facilitator. An individual playing that role should be able to:

- Discuss and set rules of behavior for family members at meetings;
- Discuss and teach communication and listening skills;
- Control the meeting;
- Facilitate brainstorming;
- Manage conflict;
- Focus the group on setting goals and implementing programs to reach goals.

Key qualities needed to be an effective facilitator: flexibility, neutrality, energy.

Back

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