Facilitation Skills for Facilitators

Whether you are running a 30 minute team planning session or a 3 day evaluation program, you need to have a good understanding of facilitation skills in order to achieve effective outcomes.

People often make the mistake of thinking that facilitation is just another name for training or presenting. Facilitation involves a higher level of interaction with the audience and therefore requires a different skill set. Facilitators need to understand group dynamics, be able to engage the participators and use a variety of interactive techniques.

This program will provide participants with the foundation skills to be effective facilitators. Participants will learn how to incorporate adult learning principles, differentiate between process and content and understand group dynamics.

KEY OUTCOMES

Your Facilitation Skills for Facilitators program will provide participants with valuable tools to:

➜ Lift the level of participation and engagement engaging

➜ Review adult learning principles

➜ Design effective and interactive facilitation sessions

➜ Build activities into the facilitation

➜ Understand different communication styles

➜ Learn to read the audience.

➜ Capture helpful themes and ideas

➜ Build hooks into every workshop.

➜ Use powerful questioning techniques to aggregate new ideas.

➜ Set the context to minimise misunderstandings

➜ Differentiate between process and content

➜ Develop effective facilitation techniques

➜ Question assumptions and calibrate different learning styles

Training Areas

MODULE 1:	LEARNING OUTCOMES
Adult Learning Styles	➜ Overview of adult learning principles ➜ Review of adult learning styles ➜ Application of experiential learning model ➜ Different personality styles in a room – what to expect

MODULE 2:	LEARNING OUTCOMES
Purpose of Facilitation	➜ Identify purpose of facilitation ➜ Develop relevant outcomes ➜ Overview of Bloom's Taxonomy ➜ Effective evaluation *Practical exercises and discussion*

MODULE 3:	LEARNING OUTCOMES
Process and Content	→ Differentiate between process and content
	→ Ensure process matches content
	→ Maximise outcomes by using effective processes
	→ Design effective facilitation sessions
	Practical exercises and discussion

MODULE 4:	LEARNING OUTCOMES
Questioning and Listening Skills	→ Questioning and Listening leads to results
	→ Understand how to use questions to unify a group
	→ Reach consensus on organisational direction through questioning
	→ Use laddering techniques to understand thinking styles
	Practical exercises and discussion

MODULE 5:	LEARNING OUTCOMES
Group Dynamics	→ Improve understanding of group dynamics
	→ Utilise group dynamics to improve learning outcomes
	→ Develop strategies for managing group dynamics
	→ Differentiate between task and maintenance roles
	Practical exercises and discussion

MODULE 6:	LEARNING OUTCOMES
Facilitation Techniques	→ Demonstrate a range of facilitation techniques
	→ Design relevant facilitation techniques
	→ Practise facilitation techniques
	Practical exercises and discussion

NUTS AND BOLTS

Guidelines

→ **Group Size**: An ideal group size is 4–10 participants.

→ **Venue:** For your convenience, you can choose to conduct this program at your offices. Alternatively, we can provide a venue at a small additional cost.

→ **Duration:** This course can be tailored to meet your timeframes.

→ **Cost:** Upon request.

→ **Target Audience:** Trainers, Facilitators and Projects Leads

Look at what you receive within 24 hours at no cost:

→ **a program outline**

→ **a bio of a proposed facilitator**

→ **program cost**

→ **possible dates (if requested)**