

## ADVANCED FACILITATION SKILLS TRAINING

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**COURSE LENGTH: 2.0 DAYS**

This Advanced Facilitation Skills Training course is designed to help managers and other company leaders become more effective facilitators.

The Advanced Course by PD Training covers the following topics: the role of a facilitator, how to differentiate facilitation from instruction and training, the various facilitation tools and techniques and a deep understanding of facilitation vocabulary. You also learn how to use facilitation skills in managing perspectives, group preparation, building agreements, defining roles and common grounds and leading other group activities.

This in-depth, 2-day training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

[Facilitation Skills Training Course](#)

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## ADVANCED FACILITATION SKILLS TRAINING COURSE OUTLINE

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### FOREWORD

Skill development in facilitation is essential for performing expertly. During this deep dive training course in facilitation skills, participants learn to distinguish facilitation from instruction and training, establish ground rules, develop facilitation techniques, give effective feedback, understand the stages of team development, and more.

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### OUTCOMES

This short and dynamic training course is the fastest way to develop skills in effective facilitation so that goals can be reached on time, every time.

**After completing this course, participants will have learned to:**

- ▶ Distinguish facilitation from instruction and training
  - ▶ Identify the competencies linked to effective small group facilitation
  - ▶ Understand the difference between content and process
  - ▶ Understand the stages of team development and ways to help teams through each stage
  - ▶ Use common process tools to make meetings easier and more productive
  - ▶ Define your role in facilitating
  - ▶ Establish ground rules
  - ▶ Develop content and process
  - ▶ Deal with controversial issues and divergent perspectives
  - ▶ Develop communication skills
  - ▶ Find for common ground
  - ▶ Use common facilitation techniques
  - ▶ Give effective feedback
  - ▶ Understand facilitation vocabulary
  - ▶ Deal with difficult people and situations
  - ▶ Build sustainable agreements
  - ▶ Understand the stages of team development
  - ▶ Use analysis tools
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### MODULES

#### Lesson 1: The Trusted Conductor

- ▶ A framework for facilitating with complexity
- ▶ Group Capacities
- ▶ LDP Review
- ▶ Assessing and Convening
- ▶ Reflection

#### Lesson 2: Divergent Thinking

- ▶ Listing Ideas - Brainstorming
- ▶ Small Group Work
- ▶ Individual Writing
- ▶ Gap Analysis
- ▶ Reflection

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### Lesson 3: Convergent Thinking

- ▶ Affinity Diagram
- ▶ Pre-Defined Criteria
- ▶ Straw Votes
- ▶ Gap Analysis
- ▶ Paradigm Shifting
- ▶ Paradigm Shifting Techniques
- ▶ Critical Reasoning
- ▶ Reflection

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### Lesson 4: Arriving at a Decision

- ▶ Decision Rules
- ▶ Decision Rules and High Stakes Decisions
- ▶ Scales of Agreement
- ▶ Reflection

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### Lesson 5: People Management Strategies

- ▶ When and how to intervene
- ▶ Groupthink
- ▶ Reflection

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### Lesson 6: Facilitating Specific Processes

- ▶ Strategic Planning
- ▶ Process Improvement
- ▶ Force Field Analysis
- ▶ Reflection

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### Lesson 7: Reflections

- ▶ Create an Action Plan
- ▶ References

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)