PROFESSIONAL DEVELOPMENT TRAINING

Facilitation Skills Training

REQUEST QUOTE

1.0 DAY COURSE

This Facilitation Skills training course provides leaders or managers with the ability to guide, assist or make it easy for their groups or teams to achieve their goals through productive and efficient meetings, planning sessions and related activities.

The PD Training Facilitation Skills course covers the following topics: definition and purpose of facilitation, role of the facilitator, the various tools and techniques to be used for effective facilitation, how to deal with disruptions and difficult group members, managing expectations and much more.

This comprehensive 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.

Looking for something more advanced? Try the Advanced Facilitation Skills Training Course

What You'll Gain:

Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating easy decision making, facilitation can make any organization make better decisions.

This Facilitation training course will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings.

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Outcomes

By the end of this course, participants will:

- Define facilitation & identify its purpose
- Understand the benefits of good facilitation
- Master the role & focus of a facilitator
- Differentiate between process & content of a group discussion

- Learn effective tools for preparing for an effective facilitation session
- Master techniques for effective facilitation from Tuckman & Jensen's stages of group development (forming, storming, norming & performing)
- Learn how to help a group reach a consensus and a final solution, by encouraging participation
- Practice techniques for dealing with disruptions, dysfunctions & difficult people in a group setting
- Define what interventions are, when they are appropriate and learn how to implement them

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Modules

Lesson 1: The Peaceful Warrior
- The Role and Purpose of Facilitating
- The Limits of Facilitation
- Qualities of Effective Facilitation
- REACH Review – Facilitation Preferences
- Reflection

Lesson 2: Just Add People and Stir
- The Ideal World
- The Real World
- Reflection

Lesson 3: Trusting in the Process
- Preparation
- Starting Off
- The Middle Bit
- The End Bit
- I Never Agreed to That! (keeping records)
- Reflection

Lesson 4: Making Decisions
- Tell Me Again, Why are We Here?
- Divergent and Convergent Thinking
- Building Consensus and Inclusive Solutions
- Reflection

Lesson 5: Maximising Interaction
- Exercising Control
- Encouraging Participation
- Dealing with Challenges
- Reflection

Lesson 6: Virtual facilitation
- Preparation
- Technology
- Maintaining Engagement
- Reflection

Lesson 7: Reflections
- Create an Action Plan
- Accountability = Action
- References

Talk to our expert team

Phone:

Email: