PROFESSIONAL DEVELOPMENT TRAINING

Masterful Facilitation Skills Training

REQUEST QUOTE

1.0 DAY COURSE

The Masterful Facilitation Skills course is comprised of several key modules taken from various other PD Training courses, including Train the Trainer, Facilitation Skills and Leadership Development.

Participants will gain experience in preparation, understanding the various types of facilitation, the three pillars of learning, adult learning types and learning preferences.

Key skills include planning and structuring the presentation, the introduction of various types of communication skills including para-verbal, body language, creating rapport and asking good questions.

This comprehensive training course is now 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.

What You'll Gain:

The Masterful Facilitation Skills course provides different strategies and techniques that will help participants to become a highly effective facilitator. During this course, participants will learn the fundamentals of facilitation, role and purpose of the facilitator, including the proper use of verbal and non-verbal communication and more.

Outcomes

Learning Outcomes – Masterful Facilitation Skills Training Course

After completing this course participants will be able to:

- Prepare a training course targeted for adult learners
- Understand the role and purpose of facilitating

- Understand the qualities of effective facilitation
- Plan the delivery of a course by ensuring that all the key elements of effective training are present
- Understand and recognize individual learning preferences
- Develop techniques to overcome barriers to learning
- Master powerful & effective verbal & non-verbal communication techniques to communicate one's message effectively
- Learn how to effectively utilize pitch, tone, and speed
- Learn to use and read body language appropriately
- Gain valuable insights by asking quality open-ended questions
- Understand how to exercise control when facilitating and how to deal with challenges
- Gain techniques for providing encouragement and coaching during the training process
- Learn different tricks to add diversity & interest to engage the audience
- Influence with passion and empower others to act by using rapport building techniques
- Select the most suitable delivery method based on the audience, the environment & the message being delivered by using different methods and media during the lesson

Modules

Lesson 1: Getting Started

- Welcome
- Workshop Objectives
- Expectations
- Getting Off on the Right Foot
- Ground Rules
- Characteristics of a Facilitative Trainer
- Reflection

Lesson 2: Understanding Facilitation

- The Role and Purpose of Facilitating
- The Limits of Facilitation
- Qualities of Effective Facilitation

Lesson 3: The Fundamentals of Training and Facilitation

- Effective Workplace Training
    - Three Pillars of Learning
- Identifying Participants' Needs
- Accelerated Learning
- Adult Learning Principles
- Instructional Methods
- Reflection

Lesson 4: Learning Preferences

- One Learning Preference Doesn't Fit All
- Understanding VARK
- What's my Learning Preference
- Learning Strategies
- Reflection

Lesson 5: How to Plan and Structure your Training

- Organizing the Content
- How to Develop a Session Plan
- Determine Objectives
- Content Criteria
- Reflection

Lesson 6: Verbal Communication Skills

- Para-Verbal Communication Skills
  - Rhythm
    - Speaking Pauses
  - Speed
  - Volume
  - Pitch
- Reflection

Lesson 7: Non-Verbal Communication Skills

- Understanding Body Language
- How to Read Body Language
- How to Project Positive Body Language
- Reflection

Lesson 8: Influencing Skills

- by Building Rapport
- Bridging the Gap
  - Watching and Listening
  - Ten Steps to Effective Listening
  - Matching and Mirroring
  - Pacing and Leading
  - Putting it all Together
- Reflection

Lesson 9: Asking Good Questions

- Questioning Techniques
- Questioning Styles
- Reflection

Lesson 10: Choosing Activities

- Questioning Techniques
- Questioning Styles
- Reflection

Lesson 11: Delivery Tips and Tricks to engage the Group

- Build Presentation Mechanics
- Training Aids
- Visual Aids
  - Using PowerPoint Effectively
  - Using Whiteboards
  - Using Flip Charts
  - Using Video
- Kinaesthetically
  - Use Props
  - Use Music
- Delivery Tips
- Reflection

Lesson 12: Providing Encouragement and People Management Strategies

- Build Presentation Mechanics
- Training Aids
- Visual Aids
  - Using PowerPoint Effectively
  - Using Whiteboards
  - Using Flip Charts
  - Using Video
- Kinaesthetically
  - Use Props
  - Use Music
- Delivery Tips:
- Reflection

Lesson 13: Reflections

- Create an Action Plan
- Accountability = Action

Talk to our expert team

Phone:

Email: