

Fabulous Facilitation

Duration: 1 Day

Introduction

Facilitation skills are essential for anyone seeking to guide people through a process of learning or change. Successful facilitators enable all members of the group to participate to encourage them learn from each other and use their collective wisdom to develop solutions to which they are committed.

Course Aim

This event provides training for group facilitators who frequently facilitate meetings, team briefings and training events and want to ensure maximum participation, contribution, and commitment from the individuals involved. This practical workshop will provide you with a complete toolkit of techniques to enable you to make meetings and training sessions productive and fun

Course objectives:

- ✿ To develop techniques used by expert facilitators that make a gathering of people an enjoyable experience
- ✿ Recognise the difference between teaching and facilitating
- ✿ Identify and overcome barriers to peoples participation
- ✿ Plan for participation discover methods to encourage participation
- ✿ Practice learning participatory learning tools to draw out the knowledge of the group

Method & Approach

A practical workshop which provides the opportunity to identify and overcome the roadblocks to effective facilitation

Course Content

- ✿ How facilitation differs from teaching or instruction
- ✿ Exploring the characteristics of effective facilitation
- ✿ Consultation & Enquiry & Empowerment methods of engagement
- ✿ Avoiding the temptation to take control
- ✿ Focusing conversation – assessing contributions
- ✿ Techniques to promote process thinking
- ✿ Generating creative ideas toolbox of proven methods
- ✿ Redefining conflict = allowing appropriate conflict and keeping disagreement from becoming personal
- ✿ Silencing with the LOUDEST voice in the room tips for managing dominant people
- ✿ Anticipating peoples questions and framing answers
- ✿ Gaining commitment to outcomes