



Facilitation Skills Training

This 2-day course gives the basic knowledge of how to facilitate a meeting or workshop of people.

It provides knowledge, tools and techniques as well as experience in a safe environment.

Course Goals

- Assist a group in:
 - Helping clarify goals and objectives
 - Design a process for achieving these goals and objectives
 - Lead the group through the process to successful results

- Learn how to facilitate in difficult situations:
 - Disagreements
 - Low energy levels
 - High energy levels
 - Dominant persons
 - Preventing put-downs
 - Redirecting questions from the group

- Learn group decision making techniques such as:
 - Brainstorming
 - Prioritizing ideas
 - Nominal Group Technique
 - Cause-and-Effect
 - Etc.

Methods

We use little theory and lots of practice in facilitating, with active feedback, video recording, discussion and exercises.

Overview

Day 1

Introduction

Overview of Facilitation Skills

Reactive Techniques Exercises

Feedback

Day 2 preparation

Day 2

Review of day 1

Group Techniques Preparation

Group Techniques Presentation

Feedback