

## **Facilitating Groups and Workshops**

This fun, intensive and interactive 2-day course gives a thorough knowledge of how to facilitate a meeting, a course or a workshop. It provides confidence, knowledge, tools and techniques as well as experience in a safe environment.

It is suited to those who need skills in handling difficult situations, groups and people, and how to help groups come to good, clear and shared decisions.

### **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.

### **Overview**

#### **Day 1**

Introduction

Overview of Facilitation Skills

Reactive Techniques Exercises

Feedback

#### **Day 2**

Review of day 1

Group Techniques Preparation

Group Techniques Presentation

Feedback

## **Methods**

We use little theory and lots of practice in facilitating, with active feedback, video recording onto a personal mini-SD card, discussion and exercises.

## **Assessment and Measurement**

After each presentation practice we take extensive time for individual and group feedback, which each participant should incorporate into their action plan and make use of during the remaining of the workshop.

Participants will be using a 'Planning Sheet' for their presentations, which will enable them to focus while they prepare and also review the outcome of presentation in a critical manner. The aim is, that the participants will use the 'Planning Sheet' as ongoing tool and memory aid, once they are back in their real world.

At the end of this workshop, the participants are able to identify and recognize the key behaviors and skills to enable them to present more effectively and as a final part of the workshop, participants have to fill out an action plan based on what they have learnt during the 2 days.

## **Follow- up and Coaching**

At the end of each workshop, evaluations will be collated and can be reviewed for performance management purposes. The program starts with a two-day training workshop. In order to reinforce the learning VIRAK can, on request, include a one-to-one or group follow-up coaching session 3 months after the workshop, where progress will be reviewed, and future development discussed.

VIRAK can also assist and/or coach with writing presentations.