

Facilitation Skills

Programme details



This course aims to teach you the art of facilitating groups and individuals to inspired action. It will teach you how to help others face difficult issues creatively and collaboratively and achieve unanimous, win/win solutions.

Facilitation can be used for a variety of applications ... building teams, conflict resolution, strategy development, communication, education and personal transformation. It is an invaluable skill to learn and one that will see your team, work group or organisation reaping the rewards of success.

Target audience

The workshop requires some training or competence in interpersonal skills.

- **Team leaders** wanting to improve the effectiveness of their teams
- **Managers** who want to involve their employees in planning and decision making
- **Consultants** wanting to use participatory techniques for planning, design, and roll out of projects and initiatives
- **Trainers** and **course designers** wanting to improve participation among adult learners and who want to enhance their training courses

Only 8-10 delegates will be accommodated on each programme.

Workshop content

- Comprehensive delegate manual
- Input/discussions
- Exercises/games
- Self analysis
- Video of self facilitating (optional extra)

What does the delegate walk away with

- A Manual
- A toolkit (booklet) of tools and techniques
- Refreshed interpersonal and people skills
- The ability to give and receive feedback effectively
- The ability to create process/agendas for discussions/mini workshops
- The confidence to design and facilitate meetings, discussions and short workshops using specific facilitation techniques

Programme

Day 1

- Facilitation versus Presentation
- Roles, tasks and competencies of a facilitator
- Facilitator archetypes
- Interpersonal Skills

Day 2

- Intrapersonal skills
- Learning Styles
- Difficult delegates and challenges in facilitation
- Tools and techniques
- Agenda design
- Preparing for facilitation

Duration

3 days

Price

R 5, 425-00 plus VAT per delegate.

Please contact

Nicky Perks on 083 445 0035
or
nickyp@firstfacilitation.com.

Delegate feedback

"The facilitators were very methodical and practical. They are excellent coaches and guides"

"I really enjoyed the group/pair activities - it was fun and stimulating and gave us the opportunity to put skills we were learning into practice"

"I now have a clear idea what facilitation is and I am eager to go through my facilitation skills practical to possibly see the areas which need improvement"

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"I gained a real understanding of the differences between presentation and facilitation. I now realize that the facilitator does not need to know all the answers relating to the topic"

The Facilitators created a safe and relaxed environment, and made the learning process fun.

Between Day 2 and 3

- There will be a consultation with the delegates to assist them with their preparation for their practical exercise

Day Three

- Principles of giving and receiving feedback
- The delegates will conduct their practice facilitation and receive feedback from trainers and co -delegates.

Price:

R 5, 425.00 (Excl VAT), per delegate, for 3 days of training.

Includes:

- 2 Facilitators
- Materials
- Training Manuals
- Tools and Techniques Booklet
- Feedback Sheets
- Consultation

Expected outcomes

At the end of the course delegates will be able to:

- Distinguish facilitation from presentation
- Understand the tasks of a facilitator
- Understand the roles of a facilitator
- Know the competencies of a facilitator
- Identify their strengths and weaknesses as a facilitator
- Understand Learning styles and their own preferred style of learning
- Use the various facilitation tools and techniques
- Prepare for a facilitation session
- Confidently practice facilitating with a live audience (Delegates will receive individualised coaching and feedback on their own style)