FACILITATION WORKS: *to be an effective facilitator*

Introduction

Do you get frustrated by the time it takes a group to move to solutions? Are you challenged by individuals who monopolise the conversation or don't contribute? Or do you just want to ensure that people get the most from group interactions?

Wouldn't it be great **to be** able to facilitate in a way that generates commitment and improves creative problem solving? If you are someone who facilitates meetings, leads a project team or facilitates non-technical training programmes this is the workshop for you!

Workshop Benefits:

- ↗ Understand how groups can be ineffective
- ↗ Know how appropriate facilitation can increase group effectiveness
- ↗ Have a process for facilitating group communication
- ↗ Have practiced the skills required for effective facilitation
- ↗ Improved group decision making and problem solving
- ↗ Know how to manage the energy levels within a group setting so that people stay engaged
- ↗ Know how to work with groups in a way that facilitates change, learning, and problem/conflict resolution
- ↗ Have received feedback which will enable you to develop a plan for continued development after the workshop

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Workshop Content

Part 1 – Understanding the Facilitation Process

- Understanding group dynamics and inhibitors of group effectiveness
- Human behaviour and the response to change
- The role of the facilitator
- Knowing when facilitation is required – and when it is not
- The facilitation process

Part 2 – Essential Skills for Effective Facilitation

- Agreeing purpose and required outcomes
- Preparation
- Self-Awareness
- Creating the right environment
- Listening Skills
- Questioning skills
- Staying on track

Part 3 –Leading the Process

- Building trust
- Flexibility: following the needs not the agenda
- Techniques to gain full participation
- Being creative and generating new approaches and ideas
- Handling conflict situations within the group

Part 4 – Putting it into Practice

- Each participant has the opportunity to facilitate a two group sessions, with feedback which is focused on building confidence and competence.
- The participants engage in a **Live Coaching Experience** on day two of the workshop where they deliver parts of their delivery/communication project in a safe but challenging environment.

Programme Structure and Duration

Participant numbers are limited on this programme to allow adequate time for each participant to facilitate sessions.

Duration: 2 days.

Note: Each participant prepares a piece for facilitation that they will be delivering within 3 months. (This will ensure practical application of their learning).

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