

## ADVANCED FACILITATION SKILLS TRAINING

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**COURSE LENGTH: 2.0 DAYS**

Having advanced facilitation skills is essential for you to be able to create positive and effective interactions combined with accurate and timely decision-making. This in-depth, 2-day course will prepare you to handle most facilitation tasks and includes specific techniques and tools that allows managers to become excellent facilitators in both training and non-training environments.

The PD Training Advanced Facilitation Skills Training course is designed to develop a deeper understanding of facilitation such as group preparation, managing perspectives, building agreements, defining roles and other skills which allow professional facilitators to interact as required in any situation.

This highly valuable and dynamic training course is now available throughout New Zealand, including Auckland, Wellington and Christchurch

Please click on the Public Class tab below to view our Advanced Facilitation Skills Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

[Facilitation Skills Training Course](#)

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## ADVANCED FACILITATION SKILLS TRAINING COURSE OUTLINE

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### FOREWORD

Skill development in facilitation is essential for performing expertly. During this deep dive training course in facilitation skills, participants learn to distinguish facilitation from instruction and training, establish ground rules, develop facilitation techniques, give effective feedback, understand the stages of team development, and more.

[Facilitation Skills Training Course](#)

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### OUTCOMES

This short and dynamic training course is the fastest way to develop skills in effective facilitation so that goals can be reached on time, every time.

**After completing this course, participants will have learned to:**

- ▶ Distinguish facilitation from instruction and training
  - ▶ Identify the competencies linked to effective small group facilitation
  - ▶ Understand the difference between content and process
  - ▶ Understand the stages of team development and ways to help teams through each stage
  - ▶ Use common process tools to make meetings easier and more productive
  - ▶ Define your role in facilitating
  - ▶ Establish ground rules
  - ▶ Develop content and process
  - ▶ Deal with controversial issues and divergent perspectives
  - ▶ Develop communication skills
  - ▶ Find for common ground
  - ▶ Use common facilitation techniques
  - ▶ Give effective feedback
  - ▶ Understand facilitation vocabulary
  - ▶ Deal with difficult people and situations
  - ▶ Build sustainable agreements
  - ▶ Understand the stages of team development
  - ▶ Use analysis tools
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### MODULES

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### Lesson 1: The Trusted Conductor

- ▶ A framework for facilitating with complexity
- ▶ Group Capacities
- ▶ LDP Review
- ▶ Assessing and Convening
- ▶ Reflection

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### Lesson 2: Divergent Thinking

- ▶ Listing Ideas - Brainstorming
- ▶ Small Group Work
- ▶ Individual Writing
- ▶ Gap Analysis
- ▶ Reflection

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### Lesson 3: Convergent Thinking

- ▶ Affinity Diagram
- ▶ Pre-Defined Criteria
- ▶ Straw Votes
- ▶ Gap Analysis
- ▶ Paradigm Shifting
- ▶ Paradigm Shifting Techniques
- ▶ Critical Reasoning
- ▶ Reflection

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### Lesson 4: Arriving at a Decision

- ▶ Decision Rules
- ▶ Decision Rules and High Stakes Decisions
- ▶ Scales of Agreement
- ▶ Reflection

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### Lesson 5: People Management Strategies

- ▶ When and how to intervene
- ▶ Groupthink
- ▶ Reflection

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### Lesson 6: Facilitating Specific Processes

- ▶ Strategic Planning
- ▶ Process Improvement
- ▶ Force Field Analysis
- ▶ Reflection

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### Lesson 7: Reflections

- ▶ Create an Action Plan
- ▶ References

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)