PROFESSIONAL DEVELOPMENT TRAINING

09 884 0762

REQUEST QUOTE

1.0 DAY COURSE

Facilitation Skills Training

What You'll Gain:

Facilitation is often referred to as the new cornerstone of management philosophy in New Zealand. With its focus on fairness and creating easy decision making, proper facilitation can help any organisation make better decisions.

This Facilitation training course will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings. Learn about promoting and managing group participation, collecting evidence and gaining "buy-in", how to stay on track and remove distractions, handling difficult people and much more.

Looking for something more advanced? Try the Advanced Facilitation Skills Training Course

Outcomes

After completing this course participants will be able to:

- Define facilitation & identify its purpose
- Understand the benefits of good facilitation
- Master the role & focus of a facilitator
- Differentiate between process & content of a group discussion
- Learn effective tools for preparing for an effective facilitation session
- Master techniques for effective facilitation from Tuckman & Jensen's stages of group development (forming, storming, norming & performing)
- Learn how to help a group reach a consensus and a final solution by encouraging participation
- Practice techniques for dealing with disruptions, dysfunctions & difficult people in a group setting
- Define what interventions are, when they are appropriate and learn how to implement them

Modules

Lesson 1: The Peaceful Warrior

- The Role and Purpose of Facilitating
- The Limits of Facilitation
- Qualities of Effective Facilitation
- REACH Review – Facilitation Preferences
- Reflection

Lesson 2: Just Add People and Stir

- The Ideal World
- The Real World
- Reflection

Lesson 3: Trusting in the Process

- Preparation
- Starting Off
- The Middle Bit
- The End Bit
- I Never Agreed to That! (keeping records)
- Reflection

Lesson 4: Making Decisions

- Tell Me Again, Why are We Here?
- Divergent and Convergent Thinking
- Building Consensus and Inclusive Solutions
- Reflection

Lesson 5: Maximising Interaction

- Exercising Control
- Encouraging Participation
- Dealing with Challenges
- Reflection

Lesson 6: Virtual facilitation

- Preparation
- Technology
- Maintaining Engagement
- Reflection

Lesson 7: Reflections

- Create an Action Plan
- Accountability = Action
- References

Talk to our expert team

Phone: 09 884 0762

Email: enquiries@pdtraining.co.nz