

Facilitation Skills

Duration: 2 Days

Participants: 4-8

Who should attend: Those needing to facilitate small to medium sized groups, including focus group work, skills training, and briefings.

Aim: To develop participants' skills and confidence in facilitating groups.

Objectives:

Having completed a programme participants will be able to:

- > Describe what is meant by the term "facilitation", and the role of the facilitator
- > Identify their own facilitation style preferences
- > Explain the ways in which adults learn
- > Explain the processes associated with groups and interaction with them
- > Produce aims and objectives which relate to session plan
- > Utilise a variety of methods to facilitate group interaction
- > Deal with challenging situations
- > Carry out a facilitation role
- > Plan for improving personal facilitation techniques

Key Content

What is facilitation? the different approaches available, and when to use them

Aligning aims, objectives and approach: how to ensure the session is focused and will meet the need

Practise sessions: participants will help to facilitate throughout the programme, as well as delivering their own practise sessions

Outline format

Day One

Facilitation Review

- > Personal experiences and aims
- > Ground rules
- > Aims and objectives

Designing a session

- > Developing aims and objectives
- > Methods
- > Planning

Practice session 1

- > Group practical session
- > Review

Day Two

Dealing with difficult people

- > Examples
- > Techniques
- > Key skills – questions and feedback

Practice Session 2

- > Individual session
- > Feedback and discussion

Review

- > Individual aims
- > Application planning

Further Information and Bookings

Please contact Denis Mahoney at Business Transformation (Training and Coaching) on 01903 784783 or 07766 333294 or be email at denis.mahoney@business-transform.co.uk.