



Facilitation Skills

Workshop Duration: 2 Days
Facilitation in English

Workshop Description

A successfully facilitated event is a carefully planned, LIVE event led by an individual with a very specific and sophisticated skill set known as 'the facilitator'. A good facilitator is worth their weight in gold to an organization because they are able to evaluate needs and generate dynamic and collaborative outcomes.

The facilitator's role is to manage a process of information exchange and to guide the participants to do their best thinking. This is achieved through encouraging full participation, promoting mutual understanding and cultivating shared responsibility for the outcome.

Through a series of hands on interactive exercises this 2-day session will teach you the key skills required to be an effective facilitator, skills such as: building group consensus, maintaining group focus, generating and capitalizing on group energy, managing conflicts and building sustainable agreements.

Who Should Attend

Being an effective facilitator is a key professional development skill to master and so this course is suitable for anyone striving for career advancement. It is also applicable to anyone operating in a leadership role or wishing to work collaboratively in teams.

Subjects you will cover on the course:

- The role of the facilitator
- Creating realistic agendas
- Preparing for a session
- Facilitative listening skills
- Facilitating open discussion
- Charting techniques
- Generating ideas
- Managing and working with long lists
- Divergent thinking, convergent thinking, creative problem solving
- Gathering diverse points of view
- Reading the pulse and body language of the group
- Asking questions to clarify resistance
- Getting everyone on the same page – Building shared frameworks
- Dealing with difficult dynamics
- Effective decision making techniques
- Developing inclusive solutions
- How to reach closure and ensure buy-in of participants



We will also discuss:

Common mis-conceptions about the Facilitator's Role...What facilitation is NOT:

- Simply ensuring the meeting starts and ends on time
- Closing down people who are trying to express an opinion
- Ending the meeting or session in the same place the participants started
- Driving an individual agenda
- Passively sitting in a room for hours on end and letting the pushy ones have their own way