

Facilitation Skills and Workshop Design

...ensuring workshop success

Eliminate the need to hire consultants with facilitation skills to help groups complete tasks and run workshops. This programme will enable you to design and run these workshops successfully in-house. With only eight participants, you will have the opportunity for extensive practice to help hone your facilitation skills and cover the wider task of empowering and involving people by using facilitation techniques.

Content

- Operating as a facilitator
- Group dynamics
- Workshops
- Facilitation modes
- Selecting interventions
- Problems – tips and advice

Features

- Extensive practice – only 8 participants per course
- Step-by-step guide to workshop success
- 7 useful facilitation modes
- 10 group facilitation techniques
- Tools, techniques and checklists for use in the workplace
- 20 successful workshop design ideas
- 5 ways to win participant commitment
- How to deal with the 5 main facilitation problems

Duration: Three day course

Venue: London Gatwick

Course price: £1,245 +VAT

People have previously attended from:

Friends Provident, BP, British Council,
Ministry of Defence, Skandia,

“A superb, all involving three day workshop. I thoroughly enjoyed the opportunity to practice facilitation techniques and got a lot of meaningful feedback. A “safe environment” where I have learnt a lot from the trainer and the other workshop attendees.”

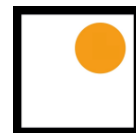
Pauline Stone
Business Improvement Specialist



Certificate

You can gain the Edexcel certificate in Facilitation Skills and Workshop Design by successfully passing a short examination taken at the end of the course.

Certificate price: £265+VAT



Facilitation Skills and Workshop Design

Each day is structured around short inputs from the trainer, interspersed with practice facilitation sessions led by each participant. You will lead a practice session each day. Participants comment on how they learn so much, not only by facilitating sessions but also by participating in the other people's sessions.

Day one

1. Operating as a facilitator

- Facilitator as a role
- Facilitation v training
- Facilitator v chairperson
- Process v expert
- Abilities required

2. Group techniques

- Managing group processes
- Understanding groups
- Impact of personal style
- Behaviour analysis
- Group dynamics

Day two

3. Workshops

- Deciding the purpose
- Types of workshop
- Alternatives to 'the workshop'
- Practical and successful workshop design ideas
- Workshop checklist

4. Facilitation modes

- Directing
- Collaborating
- Hands-off
- Pitfalls
- Using a range of modes

Day three

5. Selecting interventions

- Content, process, structure
- The ORJI model
- Types of facilitator intervention
- Pragmatic choice of intervention

6. Problems - tips and advice

- Common problems
- How to avoid them
- How to address them

