

FACILITATOR TRAINING WORKSHOP

Overview

The use of facilitated meetings to elicit information, gain consensus, make decisions, obtain buy in, etc., is an increasingly important part of many organisation's activities. This workshop is designed to provide facilitators with the skills and methods to carry out their role, plan, organise and run a facilitated meeting.

The facilitator training workshop develops the skills that individuals need to carry out the role of a facilitator. It covers the concepts of and approaches to facilitation of meetings; develops a range of individual skills; considers how to deal with the many inter-personal challenges that will be encountered; and trains a number of techniques and methods that can be used in most facilitation situations.

Learning Methods

We use a mix of inputs, exercises and group discussions, and includes practical work to practice the skills and methods. The skills and methods are developed and practised in the context of your organisation's topics and style.

Time is devoted on the workshop for self assessment, so that delegates can understand their development needs as a facilitator, and develop a schedule for personal improvement.

Workshop Objectives

Upon successful completion of this workshop, delegates will be able to:

- Carry out the role of a facilitator.
- Design and run a facilitated meeting.
- Manage the meeting process.
- Manage a group or individuals in that group.
- Be able to use appropriate techniques and methods, and to be able to decide which are appropriate to use in different facilitation situations.

Who Will Benefit From This Workshop

Staff who will be required to facilitate meetings at a senior level.

Workshop Content

- What is facilitation and what is a facilitated meeting?
- Types of meetings, discussions and interactions that facilitator's facilitate.
- Key responsibilities of a facilitator?
- Facilitated meeting planning and preparation.
- Agreeing/contracting with the group expectations of outcomes, and theirs and your role.
- Agreeing ground rules.
- The meeting process, and managing the process.
- Encouraging opportunities for equal involvement and participation from all members.
- The range of facilitation methods and interventions.
- Flexibility and handling uncertainty.
- Understanding and using active listening, observing and interpersonal skills necessary to fulfill the role of a facilitator.
- Group dynamics and understanding group behaviour.
- Stimulating discussion and debate on issues.
- Dealing with difficult people and situations.
- Ice-breakers and energisers.
- Understanding and using frameworks for problem solving, consensus and reviewing techniques.
- Challenging effectively in meetings.
- Ways of thinking about issues – prompting creativity.
- Checking for individual and group commitment to decisions and actions.

Number Of Delegates

Because of the interactive nature of this workshop, a maximum number of 12 people can attend the workshop.

TO CONTACT US: Telephone John S Steel on 01295 255910 or 07788714693