

Facilitation Skills - An Introduction

This two day workshop provides an introduction to the tools and techniques for group facilitation. Methods and tools to help people interact productively, in addition to an understanding of group dynamics will enable delegates to develop confidence and skill in facilitating small or large groups.

The workshop is highly participative, fast paced and designed to enable delegates to apply a range of facilitation tools and methods.

Content

Defining Facilitation

- What, where and when?
- Skills and behaviours of an effective facilitator
- The role of a skilled facilitator

Group Dynamics

- Understanding groups
- Managing large and small groups
- Enabling everyone to take part
- Managing conflict constructively

Facilitation Tools and Techniques

- Planning your facilitation session
- Setting outcomes and ground rules
- Choosing an intervention and style
- Facilitation techniques
- Tools, techniques and checklists
- Basic breakout methods

Gaining Commitment

- Focusing the discussion
- Recording data
- Managing facilitation challenges

Action Plan

- What am I going to do next time I facilitate?

