



Facilitation Skills and Workshop Design

...ensuring workshop success

Eliminate the need to hire consultants with facilitation skills to help groups complete tasks or run workshops. This course 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
- Facilitation toolbox
- Workshops
- Facilitation modes
- Selecting interventions
- Problems – tips and advice

Duration: Two day course

Venue: Gatwick Airport

Optional - NCFE Customised Award

ncfe.

On completion of this customised award participants receive a certificate of achievement from the NCFE, recognising their achievements in this field, by successfully passing a short examination at the end of the course.

“Really useful and enjoyable course. Great opportunities to practice and learn. Relaxed atmosphere made it more enjoyable and aided the learning process. I cannot wait to try what I have learned back in the office.”

Ash Lamming,

Business Change Leader

virginatlantic 

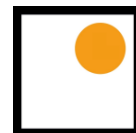
Features

- Extensive practice – only 8 participants per course
- Step-by-step guide to workshop success
- Flexing 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

Organisations that have sent participants include:

Acas, Centrica, Debenhams, eBay, Tesco London Borough of Islington, Network Rail, Spotify, Friends Life and United Biscuits.





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
- Process v expert
- Facilitation v training
- Facilitator v chairperson
- Abilities required

2. Group techniques

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

3. Facilitation toolbox

- Practical tools
- Matching tools to the issue
- Practice sessions

Day Two

4. Workshops

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

5. Facilitation modes

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

6. Selecting interventions

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

7. Problems - tips and advice

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

