

Essential Facilitation Skills – 1 day

Course Overview

Facilitation is becoming a required skill of the L&D Professional who wishes to have a greater impact within their organisation. It is essential for the Independent Training Consultant!

More and more we are required to develop and apply a suite of problem solving, decision making and consensus building tools. We are asked to harness the intelligence, creativity and energy of the people whose commitment is required if key business goals are to be achieved. Time pressure means that any event has to be facilitated in a slick, fast-paced and professional manner. This course enables you to design and deliver facilitated events that achieve success.



Course Outcomes

By the end of this course you should be able to:

- Understand the unique role of the facilitator;
- Perform the crucial responsibilities of a facilitator;
- Use a design process that ensures a successful outcome;
- Handle group dynamics and deal with challenges, resistance and disruption;
- Choose appropriate activities to engage the participants;
- Lead and manage the group toward their stated goal;
- Maintain pace, energy and momentum;
- Ensure momentum is translated into further action.

Course Content

10 tasks of an excellent facilitator; 4 Vital skills for successful facilitation; Creating a climate for success; Engaging stakeholders; Designing an event and creating buy in from the stakeholders; Use of creative facilitation techniques (20 Take Away Tools); Managing the process; Maintaining direction and monitoring progress; Handling difficult people and situations; Ensuring order and momentum is maintained; Reviewing progress against anticipated outcomes.

Our CPD Courses can be delivered "In-House" anywhere in the world. We can meet your organisation's specific needs and learning materials can be customised to provide greater relevance.

For more information call 0845 474 1969