

ADVANCED FACILITATION SKILLS TRAINING

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Facilitation
Skills Deep Dive



COURSE LENGTH: 2.0 DAYS

Great facilitators are always searching for ways to be more effective at presenting to others. This Advanced Facilitation Skills training course can help those who have already mastered the basics of facilitation and are looking for more skills to enhance their presentations.

This course is intended for experienced facilitators who want to enhance their facilitation skills in working with teams. It helps participants hone their fundamental facilitation skills – whether it is managing more complicated group situations, building agreements, understanding the stages of team development and how to use common process tools to make presentations easier and more productive.

This training course is now available in Hong Kong.

This Advanced Facilitation Skills training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

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ADVANCED FACILITATION SKILLS TRAINING COURSE OUTLINE

FOREWORD

Skill development in facilitation is essential for performing expertly. During this deep dive training course in facilitation skills, participants learn to distinguish facilitation from instruction and training, establish ground rules, develop facilitation techniques, give effective feedback, understand the stages of team development, and more.

Facilitation Skills Training Course

OUTCOMES

This short and dynamic training course is the fastest way to develop skills in effective facilitation so that goals can be reached on time, every time.

After completing this course, participants will have learned to:

- Distinguish facilitation from instruction and training
 - Identify the competencies linked to effective small group facilitation
 - Understand the difference between content and process
 - Understand the stages of team development and ways to help teams through each stage
 - Use common process tools to make meetings easier and more productive
 - Define your role in facilitating
 - Establish ground rules
 - Develop content and process
 - Deal with controversial issues and divergent perspectives
 - Develop communication skills
 - Find for common ground
 - Use common facilitation techniques
 - Give effective feedback
 - Understand facilitation vocabulary
 - Deal with difficult people and situations
 - Build sustainable agreements
 - Understand the stages of team development
 - Use analysis tools
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MODULES

Lesson 1: The Trusted Conductor

- A Framework for Facilitating with Complexity
- Group Capacities
- REACH Review, understand your strengths, recognise other people's styles and needs.
- Assessing and Convening

Lesson 2: Divergent Thinking

- Listing Ideas - Brainstorming
- Small Group Work
- Individual Writing
- Gap Analysis
- Reflection

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Lesson 3: Convergent Thinking

- Affinity Diagram
- Pre-Defined Criteria
- Straw Votes
- Gap Analysis
- Paradigm Shifting
- Paradigm Shifting Techniques
- Critical Reasoning
- Reflection

Lesson 4: Arriving at a Decision

- Decision Rules
- Decision Rules and High Stakes Decisions
- Scales of Agreement
- Reflection

Lesson 5: People Management Strategies

- When and How to Intervene
- Groupthink
- Reflection

Lesson 6: Facilitating Specific Processes

- Strategic Planning
- Process Improvement
- Force Field Analysis
- Reflection

Lesson 7: Reflections

- Create an Action Plan
- References

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WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)