PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

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1.0 DAY COURSE

# Facilitation Skills

**What is the role of a facilitator in an organization? A good facilitator is the one who plans, guides and manages a team event in order to make sure that the team's objectives are achieved effectively, with clear thinking, full involvement and complete buy-in from every person who is concerned. A facilitator must possess excellent facilitation skills to create better, timelier decisions, promote fairness, and to manage meetings and planning sessions for timely and productive outcomes.**

**Hence, if you are a team leader who is accountable for guiding a team then this dynamic course is for you! This Facilitation Skills training course from PD Training teaches practical techniques to enhance your facilitation abilities, so that the team can accomplish a victorious decision, resolution or conclusion. The good thing is that this course is available now throughout Hong Kong, including Central.**

**Looking for something more advanced? Try the Advanced Facilitation Skills Training Course**

**This 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.**

**Contact us today for a quote.**

### What You'll Gain:

Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating easy decision making, facilitation can make any organization make better decisions.

This Facilitation training course will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings.

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## Outcomes

- Define facilitation & identify its purpose

- Understand the benefits of good facilitation
- Master the role & focus of a facilitator
- Differentiate between process & content of a group discussion
- Learn effective tools for preparing for an effective facilitation session
- Master techniques for effective facilitation from Tuckman & Jensen's stages of group development (forming, storming, norming & performing)
- Learn how to help a group reach a consensus and a final solution, by encouraging participation
- Practice techniques for dealing with disruptions, dysfunctions & difficult people in a group setting
- Define what interventions are, when they are appropriate and learn how to implement them

# Modules

### Lesson 1: The Peaceful Warrior

- The Role and Purpose of Facilitating
- The Limits of Facilitation
- Qualities of Effective Facilitation
- REACH Review – Facilitation Preferences
- Reflection

### Lesson 2: Just Add People and Stir

- The Ideal World
- The Real World
- Reflection

### Lesson 3: Trusting in the Process

- Preparation
- Starting Off
- The Middle Bit
- The End Bit
- I Never Agreed to That! (keeping records)
- Reflection

### Lesson 4: Making Decisions

- Tell Me Again, Why are We Here?
- Divergent and Convergent Thinking
- Building Consensus and Inclusive Solutions
- Reflection

### Lesson 5: Maximising Interaction

- Exercising Control
- Encouraging Participation
- Dealing with Challenges
- Reflection

### Lesson 6: Virtual facilitation

- Preparation
- Technology
- Maintaining Engagement
- Reflection

### Lesson 7: Reflections

- Create an Action Plan
- Accountability = Action

- References

**Talk to our expert team**
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