

Courses Described

Facilitation Skills

Course Objective:

To provide attendees with skills and knowledge that will enable them effectively facilitate group sessions and team meetings. By the end of the course participants will:

- Appreciate the difference between facilitation and direction
- Identify times when facilitation will be most effective
- Know the role and functions of a good facilitator
- Have developed and practised key skills of facilitation

Course Content:

- *Focussing group direction*
- *Encouraging group contributions*
- *Promoting creativity*
- *Generating involvement and building commitment*
- *Group discussion leading*
- *Summarising inputs*
- *Charting progress*
- *Handling challenging situations*
- *Reflecting*
- *Building consensus*

For Whom:

This course is aimed at those who need good facilitation skills, including Trainers, Managers, Work Group Leaders, those involved in Quality Improvement Projects, Cross Functional Team Leaders etc.

Course Approach:

There will be a combination of theory input with case study, guided discussion, practical exercises, role-play, evaluation and structured feedback.

Duration:

2 Days