FACILITATION SKILLS TRAINING

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COURSE LENGTH: 1.0 DAYS

Effective facilitation skills are required for anyone tasked with managing groups of people in the workplace. Every organisation has a need for good facilitators in almost every department. The difference between being a good facilitator and a great facilitator requires both training and experience.

The PD Training Facilitation Skills Course teaches you practical skills and techniques like promoting fairness, managing meetings and planning sessions to achieve productive outcomes, giving feedback and much more. These are skills that can be used immediately in the workplace and the course is now available throughout Australia including, Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

Please click on the Public Class tab below to view our Facilitation skills course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

Looking for something more advanced? Try the Advanced Facilitation Skills Training Course
FACILITATION SKILLS TRAINING COURSE OUTLINE

FOREWORD
Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating easy decision making, good facilitation can help any organisation have improved staff communications and interactions and ultimately 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 when facilitating small meetings with staff.

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OUTCOMES

After completing this course participants will be able to:

Understand the role and purpose of facilitating
Understand the qualities of effective facilitation
Recognise group behaviours and know how to respond
Understand the five P’s when preparing to facilitate: purpose, products, participants, probable issues and process
Understand the dos and don’ts of effective facilitation
Understand a decision-making process and how to apply De Bono’s Six Thinking Hats
Understand convergent and divergent thinking and when to encourage each
Understand how to exercise control when facilitating and how to deal with challenges
Understand how to facilitate virtually and the challenges that this brings

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

WEB LINKS

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