PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

REQUEST QUOTE

0.5 DAY COURSE

Facilitation Skills Training - 3hours

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.

This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day.

This is an instructor-led class that you can attend from home or your office.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries in all countries especially across Australia, New Zealand, Singapore, Malaysia, Hong Kong and Papua New Guinea - this is a short but powerful learning experience that gives you global collaboration opportunities.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

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, 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.

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

Outcomes

After completing this course participants will be able to:

- Understand the role and purpose of facilitating
- 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

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Modules

Lesson 1: Making Decisions

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

Lesson 2: Maximising Interaction

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

Lesson 3: Virtual facilitation

- Preparation
- Technology
- Maintaining Engagement
- Reflection

Talk to our expert team

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au