



FACILITATION SKILLS

Lead teams and groups to more productive outcomes

Helping people work together more effectively is a core requirement for business leaders looking to foster collaboration. Developing skills as a facilitator will dramatically improve confidence and effectiveness in a range of group situations including, leading a team meeting, running a workshop, facilitating a strategy session and interacting with a range of different stakeholders.

Develop the skills to confidently lead and manage group collaboration, both within your organisation and with external parties and stakeholders.

Workshop Content

Starting with the foundation concepts of group dynamics and collaboration, this workshop introduces ideas and approaches for a range of different outcomes, including promoting creativity, encouraging problem-solving and building consensus. The techniques section covers critical facilitation skills for managing group interaction, accelerating participation, creating safe and productive environments, and recording agreements.

Learning Outcomes

Upon completion of this workshop, participants will be able to:

- Identify and appreciate the differences between Facilitating, Presenting and Training
- Identify the key elements of facilitation
- Build an agenda to achieve desired outcomes
- Plan and prepare for facilitation sessions
- Use activities effectively and appropriately in facilitation
- Manage group dynamics
- Deploy strategies for generating ideas, breaking deadlocks and evaluating options
- Manage time, engage groups and maintain focus
- Develop productive action plans
- Facilitate in a virtual environment



Recommended Audience:
Leaders or team members required to facilitate group interactions



Delivery:
Face to Face or Virtual



Duration:
Full day or Half day



No. of attendees:
12

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