



# 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 explored include critical facilitation skills for managing group interaction, accelerating participation, managing time, creating safe and productive environments, and recording agreements and actions.



### 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 effectively
- Use activities to enhance effectiveness
- 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 for:

Leaders or team members required to facilitate group interactions.



#### Delivery:

Face-to-face or virtual



#### Workshop duration:

Full or half day



#### No. of attendees:

12

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