

Facilitating The Future

Programme Content Detail

Facilitation & Core Skills

- The what, where, how, who and why of facilitation
- Types of facilitation
- Benefits & disadvantages of facilitation
- Questioning skills & techniques
- Listening
- Feedback
- Paraphrasing & Summarising

Create Collaborative Relationships

- Contracting with the client
- Event Planning & Design
- Agenda construction
- Time Management Techniques
- The workshop process
- Presentation skills – visual aids and sensory techniques
- Getting yourself ready

Plan Appropriate Group Processes

- Process Vs content
- Neutrality
- Consensus & other Decision Making Strategies
- Creating a safe environment
- Working with Group Energy
- Participation – What is it and how you can generate it
- Maximising the impact of Learning Styles & Multiple Intelligences

Create & Sustain a Participatory Environment

- Group Development Concepts & Models
- Group dynamics – Sensing the group.
- Evoking and working with Creativity in individuals and groups
- What can go wrong, why and what to do.
- Identifying, Managing & Resolving conflict
- Change Models

Facilitating The Future

Guide Group to Appropriate and Useful Outcomes

- Listening and Questioning Skills & Techniques
- Reflection and Feedback Skills & Techniques
- Spatial Dynamics
- Problem Solving Models & Approaches
- Decision making & prioritisation Tools/Techniques
- Development of Creative & Intuitive Techniques
- Action planning
- Monitoring & Metrics

Build and Maintain Professional Knowledge

- Learning Styles & Methodologies
- Learning needs analysis
- Learning Programme Development
- Change Management
- Professional certification – Gap Analysis
- Co-facilitation/Mentoring/Coaching
- Networks & associations
- Bibliography

Model Positive Professional Attitude

- Ethics & Values
- Understanding and taking responsibility for yourself
- Multiple Intelligences
- Utilising the full range of your senses
- Self-Awareness Techniques
- Acknowledging and working with uncertainty
- Implementing facilitation in your environment

The programme is delivered over 3 days and will utilise highly participative techniques and learning processes that cater for all learning styles and the full range of intelligences by using:

- ◆ Facilitative input from two top practising facilitators.
- ◆ Dialogue and discussion around the topics to maximise the wisdom of the group.
- ◆ Practical experience of facilitation – learning by doing.
- ◆ Personal awareness utilising peer feedback to give you the power to see yourself as others see you.
- ◆ Provision of a comprehensive Manual and 'Signposting' to other sources for ongoing learning.
- ◆ Use of graphics and visualisation Etc.