

Facilitating Groups and Workshops

This fun, intensive and interactive 2-day course gives a thorough knowledge of how to facilitate a meeting, a course or a workshop. It provides confidence, knowledge, tools and techniques as well as experience in a safe environment.

It is suited to those who need skills in handling difficult situations, groups and people, and how to help groups come to good, clear and shared decisions.

Course Goals

- Assist a group in:
 - Helping clarify goals and objectives
 - Design a process for achieving these goals and objectives
 - Lead the group through the process to successful results
- Learn how to facilitate in difficult situations:
 - Disagreements
 - Low energy levels
 - High energy levels
 - Dominant persons
 - Preventing put-downs
 - Redirecting questions from the group
- Learn group decision making techniques such as:
 - Brainstorming
 - Prioritizing ideas
 - Nominal Group Technique
 - Cause-and-Effect
 - Etc.

Methods

We use little theory and lots of practice in facilitating, with active feedback, video recording onto personal DVD, discussion and exercises.

Overview

Day 1

Introduction
Overview of Facilitation Skills
Reactive Techniques Exercises
Feedback

Day 2

Review of day 1
Group Techniques Preparation
Group Techniques Presentation
Feedback