

# Facilitation Skills

## How to Work in the Role of Facilitator to Help Groups Achieve Results Two Day Workshop

### Why Attend?

Have you found that some group discussions seem to be extremely positive and productive while others do not? You may have noticed that some groups have great rapport while others struggle to create a harmonious atmosphere. Have you attended meetings with no structure or where the discussions lacked focus? Have you ever tried to run a meeting and wondered what to do about 'difficult' behaviours? The Facilitation Skills programme will help you to overcome such problems. The training will enable you to run productive group sessions whether they last for one hour or several days.

### What Will You Learn?

Objectives:

By the end of the two days you will be able to:

- Help clients identify the objectives of a group session
- Effectively design and structure a session
- Facilitate discussions in ways that help groups to keep on track
- Handle the unexpected including 'difficult' behaviours

### Specifically you will learn:

- The role of the facilitator
- How to use the 5 phases of effective group work
- How to get sessions off on a positive footing
- How to enhance your chances of success before the session even begins
- How to use the 3 facilitation styles to increase your range of flexibility
- How to help a group generate creative ideas
- How to help a group to select ideas and move forward
- How to keep the discussion on track
- How to create formal and informal atmospheres
- How to enhance rapport in a group
- How to deal with 'difficult' behaviours
- How to bring a group to closure with clear actions and responsibilities assigned

### How? How will the training run?

This training will combine tutor inputs with plenty of opportunity for you to practice. It will be highly interactive.



continued

**What if? What will I be able to once I have learned these skills?**

You will be able to design and facilitate effective meetings or events with people from different teams or organisations. You will also be able to help intact teams to hold successful discussions or help them to create effective team events. The training will also help you to be a more effective participant in any group discussion.