



Greetings,
Booshoo,
Tansi,
Bonjour!

Facilitation Skills for Teams

"Helping People Work Together Creatively and Productively"

Overview

Facilitation skills are strategically important because professionals are increasingly called upon to manage teams and participatory processes.

This two day course is designed for the meeting leader who needs to build on their knowledge, attitudes and skills for addressing the challenges teams face during decision making and follow through.

Facilitation Skills for Teams explores facilitation at an applied working knowledge level and will increase your ability to lead productive team sessions. You will develop your facilitation skills through 'live' practice sessions.

After having completed this course you will have acquired further knowledge, skills, techniques and tools required to facilitate team meetings of half a day to a full day.

This highly participatory course provides you with an effective step - by - step techniques, tools and templates to help organize ideas and achieve consensus in teams.

Learning Outcomes and Objectives

After Taking This Course You Will Have The Knowledge, Skill And Ability To:

- Distinguish between dialogue and debate
- Use facilitation processes to promote effective dialogue
- Facilitate team sessions more effectively
- Make meetings more productive and efficient using dialogue
- Focus a diverse group's energy on a common goal.
- Create a stronger sense of teamwork
- Better address challenging behaviour in a respectful and effective manner.
- Manage conflicts and disagreements
- Building consensus for decision making with diverse perspectives
- Plan for, design and conduct a full day facilitated session.
- Facilitate the identification of follow-up action and designated responsibility.
- Debriefing Your Facilitation.
- Consider the uses of a range of techniques contained within the 'Toolkit'.

The Facilitator's Toolkit

Techniques

Engagement Strategies

Creating Participation

 Framing Questions

 Asking Questions

Generating and Organizing Data

 Guided Dialogue

 Conversation Cafe

 WOW Workshop

Initiating Reflection

 Guided Dialogue

Mobilizing Energy

 WOW Workshop

Ignite Action

 Action Planning

 Follow –Up

Tools

Sticky Wall
Card Stock
Sample Scripts
Checklists

Templates

Facilitators Script Template
Guided Dialogue Worksheet
Conversation Café Worksheet
WOW Workshop Worksheet
Action Plan Worksheet

Prerequisites

Previous formal facilitation skills training and/or facilitation experience

Who Should Take This Workshop

Someone who wishes to facilitate the ongoing meetings of a team or group for problem solving, decision making and action planning. It is designed for those who have a practical working knowledge of facilitation having applied foundational principles and/or processes. It will be of interest to Chair of Boards, Executive Directors, Board Members, Team Leaders, Consultants, Community Leaders, Teachers Educators, Trainers, experienced Facilitators, Front Line Supervisors, Team Leaders, Health Practitioners, Program Managers, Program Directors, Program Coordinators, Project Manager, Unit Coordinator, Managers, Supervisors, Health Care Professionals, Community Specialists, and Concerned Citizens.

Learning Facilitator

Helen Wythe is a Certified Professional Facilitator (CPF) designation through the International Association of Facilitators and a Certified Technology of Participation Facilitator (CTF) through ICA Associates. She is also a Certified One Smart World trainer and facilitator. Helen is qualified both through academic recognition and 'real world' experience.

Length

This is a two day workshop starting at 9:00 AM and ending by 4:30 PM with 2 scheduled 15 minute nourishment breaks and a 1 hour lunch break.

What's Included

- Guaranteed Small Interactive Sessions
- Specialized Manual with detailed agendas, checklists, techniques, templates, and practical examples.
- Spring Forward - We encourage you to implement your learning by providing a 15 and 30 day check-in to confirm your progress.
- One of Coaching Support
- Suggested Reading List
- Personalized Certificate of Completion
- We reinforce your learning by sending you Hints from Helen, a monthly refresher on various facilitation techniques.
- Snacks and Refreshments.

Course Registration Detail

- Your registration will be confirmed once payment is received.
- Participant course cancellation fee: \$50 per course.
- Participant rescheduling fee is \$25 [for each occurrence].
- Course fee is not refundable if Participant cancels within two weeks of the course.
- Participant substitutions may be made at anytime by calling or e-mailing our office.
- A confirmation letter will be mailed to you indicating workshop location, time, plus tips on how to get the most from your professional development workshop.
- Ask about our special rates – for multi-participation in one course, or several courses.

We reserve the right to reschedule our workshops due to low registrations.

** Your fees will be reimbursed or registration rescheduled at no charge to you.**