



Greetings,
Booshoo,
Tansi,
Bonjour!

Facilitation Fundamentals

"Foundational Elements for Getting Started"

Overview

Facilitation skills are becoming as essential to professionals as presentation and traditional communication skills. This course demystifies the art of facilitation.

This two day course is designed for the professional new to facilitation who needs basic tools, which bring people together to gather information, identify issues, solve problems, and make decisions.

Facilitation Fundamentals explores facilitation at a basic level increasing your skill as well as confidence in facilitating agenda items and increase your level of participation in workplace events. You will develop your facilitation skills through 'live' practice sessions.

After having completed this course you will have acquired a practical understanding of the knowledge, skills, techniques and tools required to facilitate a straightforward small group meeting of one to two hours.

This highly participatory course provides you with step - by - step techniques, tools and templates to plan, prepare, conduct and evaluate an agenda item or short meeting.

Learning Outcomes and Objectives

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

- Understand what facilitation is and why it is important.
- Distinguish between process and content and the facilitator's responsibility to each.
- Utilize ground rules for addressing common facilitation challenges.
- Identify stages of group development.
- Identify factors affecting group dynamics.
- Describe the process that groups go through when thinking through an issue.
- Design a basic process framework.
- Describe the role of questioning in facilitation.
- Stimulate small group participation by using engagement strategies.
- Utilize process tools to facilitate group dialogue, and keep discussion focused.
- Understand the use of various brainstorming techniques to discover creative options.
- Conduct a basic decision making facilitation technique.
- Put together the basics which ensure meetings are easier and more productive.
- Evaluate a facilitated agenda item or session both process and content.
- Debriefing Your Facilitation.
- Consider the uses of a range of techniques contained within the 'Toolkit'.

Topics

Facilitation is....

Process and Content Dialogue vs. Debate

When to Use Facilitation

Structured Activities for Brainstorming, Categorizing, and Debriefing

The 5 W's and an H Cards

Process Techniques and Tools

Engagement Strategies

Creating Participation

Generating and Organizing Data

Initiating Reflection

Mobilizing Energy

Ignite Action

Recording Techniques

The Facilitator's Toolkit

Techniques

Engagement Strategies

Creating Participation

Icebreakers

Structured Rounds

Generating and Organizing Data

Brainstorming

Knowledge Café

Fish Bowls

Initiating Reflection

Mobilizing Energy

Rank and Evaluate Data T-Charts

Ignite Action

Recording Techniques

Tools

Flipcharts

Posters

The Question Wheel

Sticky Dots

Sample Models

Checklists

Templates

Facilitator Script Worksheet

Basic Action Planning Worksheet

SWOT Analysis Worksheet

T-Charts Worksheet

Parking Lot Worksheet

Who Should Take This Workshop

The course material is developed at foundational competency skill level for someone who wishes to successfully design and facilitate an agenda item and or short (1 to 1 ½ hr) meetings of existing groups. It will be of interest to Chair of Boards, Executive Directors, Board Members, Team Leaders, Consultants, Community Leaders, Teachers Educators, Trainers, Inexperienced 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.

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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.

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.

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.

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.
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- 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.**