

FACILITATION SKILLS TRAINING

Generate a [group quote](#) today



COURSE LENGTH: 1.0 DAYS

Facilitation is a highly-valued skill for people who guide or assist groups, teams or individuals. Understanding the objectives and making sure that the planning sessions, meetings and related activities to achieve the desired goals are accomplished in a productive and timely manner is part of the facilitation process. Meeting leaders, trainers, team builders, or managers should all have adequate facilitation skills.

This Facilitation Skills Training course from PD Training teaches the following skills: definition and purpose of facilitation, role of the facilitator and the various tools and techniques used for effective facilitation, managing expectations and much more.

For further training on the more advanced facilitation skills, try the [Advanced Facilitation Skills Training Course](#).

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

FACILITATION SKILLS TRAINING COURSE OUTLINE

FOREWORD

Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating easy decision making, facilitation can make any organisation make better decisions.

This Facilitation training course will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings.

Looking for something more advanced? [Try the Advanced Facilitation Skills Training Course](#)

OUTCOMES

- ▶ Define facilitation & identify its purpose
 - ▶ Understand the benefits of good facilitation
 - ▶ Master the role & focus of a facilitator
 - ▶ Differentiate between process & content of a group discussion
 - ▶ Learn effective tools for preparing for an effective facilitation session
 - ▶ Master techniques for effective facilitation from Tuckman & Jensen's stages of group development (forming, storming, norming & performing)
 - ▶ Learn how to help a group reach a consensus and a final solution, by encouraging participation
 - ▶ Practice techniques for dealing with disruptions, dysfunctions & difficult people in a group setting
 - ▶ Define what interventions are, when they are appropriate and learn how to implement them
-

MODULES

Lesson 1: The Peaceful Warrior

- ▶ The role and purpose of facilitating
- ▶ The Limits of Facilitation
- ▶ Qualities of Effective Facilitation
- ▶ LDP Review – facilitation preferences
- ▶ Reflection

Lesson 2: Just Add People and Stir

- ▶ The Ideal World
- ▶ The Real World
- ▶ Reflection

Lesson 3: Trusting in the Process

- ▶ Preparation
- ▶ Starting Off
- ▶ The Middle Bit
- ▶ The End Bit
- ▶ I never agreed to that! (keeping records)
- ▶ Reflection

Lesson 4: Making Decisions

- ▶ Tell me again, why are we here?
- ▶ Divergent and Convergent Thinking
- ▶ Building Consensus and Inclusive Solutions
- ▶ Reflection

Lesson 5: Maximising Interaction

- ▶ Exercising Control
- ▶ Encouraging Participation
- ▶ Dealing with Challenges
- ▶ Reflection

Lesson 6: Virtual facilitation

- ▶ Preparation
- ▶ Technology
- ▶ Maintaining Engagement
- ▶ Reflection

Lesson 7: Reflections

- ▶ Create an Action Plan
- ▶ Accountability = Action
- ▶ References

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)