

Developing Facilitation Skills

The program fee includes:

- Printed materials
- Tools and Strategies
- Workshops

Time	830am – 430pm
Facilitator	The Centre for People Development
Location	TBC (Adelaide CBD)
Price	\$1,500 +GST

Rates are for up to 16 participants
*(venue and catering costs not included)



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Developing Facilitation Skills – Staying Ahead of the Game Workshop Series

Overview

Part of the Staying Ahead of the Game Workshop Series, this full day program is an Intensive workshop from the 'Queen of Facilitation' Jill Gael, who is sharing her secrets, tools and techniques for facilitating big and small groups to achieve the outcomes you are after. Applicable to meetings, planning, consultation, conflict resolution and more.

The facilitator's skill lies in the capacity to quickly develop rapport, to be clear with the group about what needs to be achieved and to provide the processes and tools that are needed to achieve the group's goal. Facilitators help groups to work well, to solve their own problems, generate new ideas and reach consensus. They make sure that people participate and are heard and they keep the group focused.

Learning Outcomes:

- manage and guide groups
- motivate and engender participation
- use a range of information gathering and analysis tools
- see how groups can reach agreement by consensus and other means

Topics to be covered:

- Effective and ineffective groups
- Guiding group discussion
- How to capture attention
- Handling difficult moments
- Getting and analysing information
- Facilitating group decision making
- What not to do-sure fire ways to fail
- Using props
- Using technology
- Getting them moving- activities that reinforce learning
- Adding creativity
- There's always one-managing the difficult individual
- How the last words benefit the group
- Evaluating how you did

Resource Tools:

- Nominal Group Technique
- Brainstorming
- Cause and Effect Diagrams
- 5 W's and The H
- List Reduction
- Many others