

Facilitation Skills: An Introduction

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



Suitable for

Those who are involved with facilitating groups, meetings and events as part of their work.

Aim

To offer an overview of the basic theory; skills and tools of facilitation. You will also explore group dynamics and behaviours and how these can be managed.

Learning Outcomes

By the end of the course, you will be able to:

- Define the meaning of facilitation and facilitator
- List the skills, qualities, roles and responsibilities of an effective facilitator
- Describe the stages of group development and how this impacts on facilitation
- Explain the four main facilitation styles, their advantages and disadvantages
- Be aware of group dynamics and use a range of strategies for managing difficult behaviours in groups
- Describe the process and explain the importance of designing, facilitating and evaluating an event.
- Use a toolbox of facilitation techniques for engaging participants and building consensus

You will also leave the course with:

- A sense of achievement
- A toolkit of techniques and practical ideas for releasing your potential
- A Personal Action Plan to take your learning further

Training Style

All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (*email required)

Other Courses to consider (Visit my website for details of these and other courses)

- ➔ Care Matters: Involving and Consulting Clients and Service-users
- ➔ Decision-Making and Problem-Solving – Tools and Techniques
- ➔ Facilitation Skills: Theory and Practice (2 Days)
- ➔ Influencing and Persuading Skills
- ➔ Interpersonal Communication Skills
- ➔ NLP in the Workplace (2 Days)
- ➔ The Skills of Chairing Meetings
- ➔ Starting Up and Running a Self-help Group and Keeping it Going
- ➔ Training Skills: An Introduction (2 Days)

Mike Phillips Training

Releasing potential through learning and development



"Very impressed!"

Energy was great, varied activities - it was fun!

Gained some great tips and techniques!"

Participant

Community Action
Milton Keynes

"Really engaging, created a nice learning environment..."

Mike's use of own experience/anecdotes was particularly useful."

Course Participant

BLISS



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