

# Essential Facilitation Skills

A One Day Workshop - Example

## Aims – to enable you to:

- Develop your facilitation skills and with that, your confidence and effectiveness when working with team and groups of all kinds and sizes
- Explore and understand group dynamics and how to use them to positive advantage
- Learn by doing, in a supportive environment that is designed to enable *your* best participation.



## What you'll gain from this workshop

- Be able to design and facilitate group events with more confidence
- Knowledge of several facilitation tools and techniques for in person and online meetings with different stakeholders
- Know how to create an inviting environment for people to participate fully
- Techniques for managing challenging individuals and groups
- Greater presence and credibility in facilitating meetings and events.

## Overview

09.15 am	Arrival
09.30	Welcome and introductions What is facilitation and how might it differ from other group interventions? The key stages of facilitation Six core facilitator competencies The Ten Components of a Thinking Environment for effective meetings in person and online Stakeholder contracting and group agreements.
11.15	Break
11.30	Tools and techniques for facilitation, from discussion frameworks to decision making tools.
1.00 pm	Lunch
2.00	More tools and techniques Understanding group dynamics Facilitating good outcomes from disagreements and conflicts Moving people towards action.
3.15	Break
3.30	Evaluating facilitated events Reflections, actions plans and key takeaways.
4.30	Close.