



Facilitation Essentials for Leaders

Program Overview:

This workshop will prepare you to facilitate team meetings, focus groups and other small group interactions. You'll practice techniques that encourage full participation, build commitment, generate ideas and resolve issues.

Target Audience:

People who have to facilitate groups, such as teams or project teams. More than meeting management, this responsibility requires skills for leveraging the contributions of everyone in the session and managing the group dynamics.

Number of Participants: 10 maximum

Program Length: 1 day

Learning Outcomes:

As a result of this training program, participants will be able to:

- Identify the characteristics and core competencies of an effective facilitator
- Use a model for facilitating group discussion
- Select methods and techniques to enable effective idea generation
- Implement objective decision-making techniques
- Deal with challenging people and/or situations



Course Outline:

1. Role of the Facilitator
 - Role definition and functions
 - Purpose of facilitation
2. Moving the Meeting Forward
 - Creating SMART objectives
 - Four phases of group development in meetings
 - Dealing with style differences
3. Types of Facilitation
 - Discussion and dialogue
 - Idea generation: Brainstorming, Nominal Group Technique
 - Problem identification
 - Decision-making process and techniques: Voting, Consultative, Compromise, Consensus
4. Handling problem situations
 - Assessing facilitator behavior
 - Managing conflict

Materials Include:

Participant manual, handouts, digital video recording

Course Tailoring:

This program can be tailored to meet specific corporate and participant needs, including the following:

- Inclusion of company or team-specific facilitation examples and discussion topics
- Realignment of course content to better support your critical learning outcomes
- Adjustment of course duration to meet your time constraints