

Facilitation Skills

Instructors understand and use up-to-date training techniques and a variety of training methods, including lectures, group discussions, case studies, problem solving exercises, and visual aids to give all participants the best opportunities for learning.

Workshop topics:

- Distinguish facilitation from instruction and training.
- Provide facilitators with commonly used process tools to make their meetings easier and more productive.
- Identify the competencies linked to effective small group facilitation.
- Demonstrate through simulations, role-play, critical incidents, and other exercises, each facilitator competency.

Day 1

- ▶ Introductions, Objectives, Agenda
- ▶ Pre-assignment discussion
- ▶ The purpose of group facilitation
- ▶ Difference between "content" and "process"
- ▶ What group dynamics are really like
- ▶ What is a facilitator's role?
- ▶ Facilitative listening skills

Day 2

- ▶ Facilitating Open Discussion
- ▶ Structured Activities
- ▶ Difficult Situations & Difficult People
- ▶ Preventions and Interventions
- ▶ Developing Sustainable Agreements
- ▶ Surveying the Territory
- ▶ Building a Shared Framework of Understanding
- ▶ Developing Sustainable Criteria
- ▶ Gradients of Agreement
- ▶ Practice: Assignment

San Diego, CA

LA, CA

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$450.00 per person, plus applicable taxes. *Prices and dates are subject to change.

Pre-Registration Form:

Facilitation Skills

Yes Enroll me now

Participant Name (*Please Print*)

Position

Organization / Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

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