

3 – 4 Day Programme

This facilitation training programme has been developed for individuals who wish to enhance their graphic facilitation skills in order to design and run highly effective meetings that deliver pre-defined session objectives and are aligned to business goals.

The programme blends facilitation tips and theory with practical activities which require participants to deliver and develop their own session throughout the programme. Participants will develop an understanding of the skills required to lead groups effectively through structured processes to achieve business objectives.

This programme is highly interactive and a key benefit is that participants will receive and be required to provide individual and group feedback on facilitated sessions.

Programme Content

- The fundamentals of business facilitation
- The role of the facilitator
- The roles of the participant
- Designing and preparing for a facilitated session
- Graphic facilitation
- Tools for gaining agreement and commitment
- Dealing with conflict and difficult situations
- Reviewing and following up a facilitated session or meeting
- Applying facilitation tips and principles to everyday business activities

Additional Benefits

Participants attending this programme will receive:

- A full colour reference manual
- A facilitation training checklist and toolkit pack



Business Benefits

By the end of the programme participants will be able to:

- Design and deliver effective facilitated sessions
- Apply the fundamental principals of business facilitation to a range of business activities
- Use their facilitation skills in project and change management initiatives
- Use a variety of facilitation tips and techniques to navigate groups through processes to achieve the required outcome
- Facilitate decision making and problem solving
- Gain group agreement
- Generate and prioritise ideas
- Deal with difficult situations
- Review facilitated sessions

This programme is built around practical session delivery and based on tools, techniques and templates for immediate use back at work

Testimonials

“ Well structured, varied activities, well delivered! Exceeded expectations”

“ I now have the confidence and tools to run my own workshops—thanks”

“ This workshop is excellent value for money — the tools I have learnt about will have a huge impact on meetings in my organisation”