

# FACILITATION SKILLS AND WORKSHOP DESIGN

## ...Ensuring Workshop Success

Many leaders within organizations use facilitation skills to help groups' complete tasks. Often this is within a workshop set-up. In order to make the workshops effective, excellent facilitation skills are necessary. This programme will offer the opportunity for extensive practice to help hone your facilitation skills and manage successful workshops.

## CONTENTS:

- Your Role as a Facilitator
- Different Facilitation Modes
- Understanding Group Dynamics
- Principles of Public Speaking
- Selecting Interventions
- Common Problems- tips and Advice
- Preparing for the Workshop
- Some Workshop Design Ideas

## FEATURES:

- Step-by Step guide to Workshop success
- 5 Useful facilitation Models
- Extensive Practice
- Successful Workshop design ideas
- Winning participant commitment
- Dealing with facilitation problems



Currently Only Conducted as an In - House Seminar

## DAY ONE

### 1. Your Role as a Facilitator

- a. Facilitator as a Role
- b. Facilitation V Training
- c. Facilitation V Chairing
- d. Abilities required

### 2. Different Facilitation Modes

- a. Directing
- b. Collaborating
- c. Hands –off
- d. Selecting a range of modes to use

### 3. Understanding Group Dynamics

- a. Managing Group Processes
- b. Understanding Various Personality Types
- c. Behavior Analysis of Audience during facilitation forums

### 2. Selecting Interventions

- a. Types of facilitator interventions
- b. Interventions selection Matrix
- c. Conducting Audience Analysis, Situational Analysis

### 3. Practical facilitations by Participants based on their career experiences



## DAY TWO

### 1. Types of Workshops

- a. Deciding Purpose
- b. Types of Workshops
- c. Alternatives to "The Workshop"
- d. Practical And successful Workshop design ideas
- e. Workshop checklist

## WHO SHOULD PARTICIPATE...?

Staff Who run workshops, Managers who facilitate, Project team leaders

**COURSE DURATION:** Two Days

Your Investment

**KSHs. 30,000 + VAT**