



Facilitation Skills & Techniques

The Facilitation Skills and Techniques course will provide you with the methods and practiced expertise to run effective meetings, away days and workshops, with confidence.

The Offer

Helping you to master facilitation and practice methods that are useful right away in any group work setting.

You will learn how to design and manage facilitation processes that will ensure successful outcomes and gain the commitment of all those involved.

Benefits

**Practical skills to use
Knowledge and expertise
Recognised & valued skills
Ideas and tips for success
Confidence for meetings
Engagement techniques
Develop your own approach
Develop personal skills**

What is the content of the course?

This course will provide you with the skills and knowledge to facilitate meetings, away days and workshops that are more effective, engage groups to arrive at solutions and help groups to find consensus.

A fast paced, intensive and highly participative course to cover the full content and ensure that you get the most out of it. There will be time included for practice sessions of the methods and techniques you will learn.

In addition to learning new techniques and styles, you will understand the theory behind facilitating successfully. The course will build the confidence of anyone that is keen to be a good facilitator.

What will I learn on this course?

- ◆ Understand what facilitation is and how it can produce better results
- ◆ Designing and preparing a facilitated workshop session
- ◆ Tools and techniques for effective facilitation

- ◆ Engaging managers and teams
- ◆ Developing personal skills
- ◆ Advice and help for problems encountered
- ◆ Methods for ensuring success and participation

Who should attend this course?

This course is suitable for anyone that requires new facilitation skills or has facilitated groups previously, and needs to develop their skills, confidence and techniques. If you are involved in running training events, meetings, away days, strategy meetings, development programs, improvement processes or supplier and customer collaboration meetings, this course will benefit you.

What else do I need to know?

This is a course run over 1 day at a cost of £1400 for up to 15 delegates.

We are able to provide this course either at your business premises or at a convenient location – please contact us and we can arrange a suitable venue for you.