



Title: Introduction to Small Group Facilitation Skills

Instructor: Colleen Franklin Sabourin

Length of Course: 2 days

Description: This highly interactive workshop will provide participants with the basic knowledge and techniques necessary to facilitate small groups.

Workshop Content:

What is facilitation?

- Facilitation Is – Is Not
- Process vs Content Leadership
- Identifying “your” facilitation style

Overview of Group Dynamics

- stages of group development
- implications for facilitation

Pre Event Planning - Getting Ready

- Planning the Event
- Establishing Client Expectation
- Identifying Participant Objectives
- Planning the Environment
- Engaging Participants Before the Event

During the Event

- Opening the Event
- Facilitation Skills
 - delivering clear instructions
 - questioning
 - gathering responses
 - documenting responses
 - keeping a range of participants productive
 - focusing on outcomes and reaching agreement
- Closing the Event
 - reviewing objectives for completion
 - planning next steps
 - identifying follow up communication plans
 - evaluating the event



You Will Learn How To:

- apply the core values, principles and behaviours of facilitation
- ask the right questions before and during the event
- apply key facilitation techniques and processes
- open, manage and close results oriented meetings and discussions
- facilitate difficult situations and resolve problem meeting behaviour

During the Workshop You Will:

- practice and receive feedback from an experienced facilitator and learning peers
- practice skills in a safe environment
- develop your own facilitation practice guide with templates, worksheets and list of resources for use after the workshop

Who Should Attend:

Anyone interested in developing skills and techniques to lead meetings and business discussion:

- team leaders and managers at any level who run meetings
- project managers
- internal consultants and human resource specialists
- business analysts