aitd.

FACILITATION SKILLS

PROFESSIONAL DEVELOPMENT FOR
YOUR ROLE, YOUR TEAM, YOUR BUSINESS, YOUR CAREER

COURSE OVERVIEW

Do you work with groups of people? Are meetings, strategic planning or change management part of your role? Are you involved in organisational development?

This course will develop your facilitation skills so that you can effectively prepare and carry out a range of processes to develop your people and business. You'll learn how to establish the ground rules, engage the participants, keep things on track and deliver results.

Our top-tier facilitators will model best practices as you work through the learning process, engaging with the content and other participants and reflecting on the content and experience.

You should attend this course if you want to:

- More effectively facilitate group processes
- Run meetings with greater efficiency
- Handle challenging behaviours productively
- Take on a more senior role
- Create engaging group processes
- Change career into facilitation

Learning Outcomes

By the end of this course, you will be able to:

- Warm-up groups and facilitate learning or information sharing
- Engage and connect with both individuals and groups
- Implement an effective facilitation framework
- Gauge and manage unforeseen changes in group or individual behaviours
- Promote suitable activities to increase comprehension and engagement
- Uncover the elements of useful questions

CONTACT US FOR MORE INFORMATION

COURSES@AITD.COM.AU (02) 9211 9414 @AITD WWW.AITD.COM.AU

COURSE OUTLINE

WHO IS THIS PROGRAM FOR?

- Facilitators
- Professional trainers
- Organisational development professionals
- Executives and managers
- Career changers
- Anyone who wants to facilitate group processes

1. WHAT IS FACILITATION?

Identifying your facilitation context
Confirming your experience
Formulating "My Action Plan"
Understanding the key competencies of facilitation

2. PREPARATION

Scoping
Your role and approach
Planning the process
Selecting the relevant process
Activities to achieve your purpose

3. PROCESS

Contracting and warm-up
Group dynamics
Effective communication
Being responsive
Planning for practice
Summary and next steps

4. CONSOLIDATION

Key insights
Further exploration
Completing "My Action Plan"

COURSE FEES

- Member $700
- Non-Member $850

REGISTRATION

Australian Institute of Training and Development
www.aitd.com.au
courses@aitd.com.au
+61 (2) 9211 9414

IN HOUSE ALSO AVAILABLE

Courses run in your organisation, when you need it, where you need it. Our experienced trainers will work with you to adapt the experience for the best outcomes for your team and business.

Contact bdm@aitd.com.au

