

Facilitation Skills – 2 day programme

Day One

Introduction and Energisers

- Welcome and programme outline
- Demonstrating some useful icebreakers and energisers
- Contracting for the day
- Roles and Responsibilities of a facilitator
- Presence, impact and handling nerves

Core Facilitation Skills

- Preparation, design and structuring your session
- Active listening and skilful questioning
- Basic communication techniques
- Being aware of your biases – how to remain neutral

Managing Group Dynamics

- Techniques for encouraging participation and managing energy levels
- Know your audience – inclusive facilitation

Preparing for your mini facilitation practice

Pair up to prepare to deliver a mini session tomorrow on a choice of scenarios – you will have an hour to design a 15 minute session that you will deliver on day 2

Wrapping Up

- How to wrap up the session
- Making learning sticky
- How to evaluate

Day Two

Introduction and Reflections from Day One

- Key reflections from yesterday
- The art of enabling reflection on facilitated programmes

Your Chance to Practice

The group will be split into two with a facilitator each. Each pair will facilitate their mini session and receive feedback on their approach

Delving Deeper into Group Dynamics

- Refocusing a stalled group
- Conflict management
- Supporting Ideas generation
- Avoiding Group Think

Facilitator Nightmares.... What if?

- Dealing with difficult behaviours e.g. over contributors, under contributors, cynicism, disruption, whisperers, negative attitudes etc
- Exploring common facilitation scenarios

Action Planning

- Holding to account
- Your development actions and next steps