

Facilitation and Presentation Skills Course



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Aim

The aim of the course is to teach individuals how to work more effectively with groups in order to help the groups achieve important goals. The course reviews facilitation skills and teaches participants how to use 20 different techniques and tools with groups.

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Learning objectives

The objectives of the course are to help participants develop competence and confidence in:

- what facilitation can contribute to a group and the possible roles of a facilitator
- how to help a group of people work together as a team
- the techniques a facilitator can use to help a team carry out its work
- how to help a team to make decisions and reach consensus
- how to help a team to test commitment to decisions
- how to help a team to understand how a process key to their work happens now or how an outcome is achieved now
- how to help a team to use investigative approaches to find problems to be acted upon and their causes, and to agree on the priorities for action
- how to help a team to develop workable change strategies, carefully plan implementation of the strategies and be prepared should things go wrong
- how to help a team to break down possible projects into workable components and develop effective, workable project plans
- how to prepare to serve as facilitator for a group.

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Format

The course leader makes brief presentations and leads the participants through the work needed to achieve the stated objectives. The work is carried out by the participants working in small groups and as a whole.

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Materials

Each participant receives a 164-page *Facilitation Skills and Techniques Manual* and other materials. During the course, participants can meet with the course leader to seek advice about facilitation work. Certificates of completion of the course are provided.

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