

X Factor Facilitation

The role of the workshop facilitator is to provide an environment where participants can learn with ease. This workshop will provide new and seasoned facilitators with innovative tools and techniques to ensure maximum participant interaction, learning and transfer. By focusing on the modes of facilitation, understanding individual learner styles and the importance of accelerated learning, facilitators will not only be proficient, they will possess the “X” factor upon completion of this course.

Content Overview

- Preparing yourself
 - ▶ Learning vs. Training
 - ▶ What is facilitating?
 - ▶ Credibility and Confidence
- Preparing the group
 - ▶ Adult learning methodologies
 - ▶ Analyzing group dynamics
 - ▶ Preparing the objectives and meeting agenda
- Preparing your materials
 - ▶ Creative learning methods
 - ▶ Creating/using audio visuals
- Facilitating the meeting
 - ▶ Meeting structure
 - ▶ Tips for tele-conferences

Outcomes

Participants will learn how to:

- Recognize the stages of group development
- Help the group define and meet their session objectives
- Effectively use flip charts and multimedia as critical group process tools
- Use questions effectively to capitalize on the knowledge and experience of the group
- Anticipate and handle disruptive behaviours

Program Details

Session Length: 2 days

Number Of Participants: 8 - 16