

# Facilitation Skills Workshop

Duration  
1 Day

Delivery Methods  
VILT, Private Group



An effective facilitator helps a group accomplish a goal, such as understand or solve a problem, explore opportunities, define requirements, make decisions, or other objectives. The ability to keep the group on task to achieve the goal is the value a good facilitator brings to an organization. The investment in developing facilitation skills is rewarded with increased leadership capabilities, more effective time management in meetings and other group settings, and improved likelihood of achieving team and business goals.

This workshop is also available as a 2-day private class. We can address your organization's issues, time constraints, and save you money, too.

[Contact us](#) to learn more.

## Who Should Attend

Those wishing to use facilitation for maximum effect and those wishing to go beyond basic meeting skills to deliver consensus and action.

## Course Objectives

- Learn various facilitation techniques, including when and how to use them for best effect.
- Develop a structured approach to planning and conducting facilitated sessions.
- Practice applying facilitation concepts and best practices.

## Agenda

### 1 - FACILITATION FUNDAMENTALS

- Facilitation overview
- Facilitation Top 10
- The facilitation process

### 2 - STARTING THE SESSION

- Understanding session context
- Session roles and responsibilities
- Importance of introductions
- Session 1: Introductions
- Ground rules
- Getting to consensus
- Session 2: Ground Rules

### 3 - GUIDING THE SESSION

- Team dynamics
- Meeting the team where it is at
- Managing session time
- Managing self
- Session 3: Characteristics of Good Facilitators
- Energizers and ice breakers
- Session 4: Favorite Energizers
- Difficult people situations
- Session 5: Addressing difficult people situations

### 4 - CLOSING THE SESSION

- Session review
- Session 6: Session review