



# Clemmensen Consulting

Facilitating Transformation For Individuals, Teams and Organizations

## Facilitation Skills

### Program Details:

This one-day or 1.5 day session includes a workbook to be used in session and as a tool for future, presentation of concepts, group discussions and many opportunities for participants to practice facilitation, both through activities and actual facilitation. Individual coaching and group follow-up support are available for participants who will go on to develop into a facilitator role within their organization.

Recommended number of participants: 6 to 20

### Outcomes:

The Facilitation Skills workshop focuses on developing skills and behaviours in the following areas:

- Overview of adult education principles
- Understanding the different roles of a facilitator, including trainer, consultant and presenter
- Preparation of self, group, materials and environment
- Asking insightful questions & practicing listening skills
- Practicing facilitation skills
- Self-management and group management

### Background:

In addition to formal learning events, facilitation skills are also crucial to make meetings and less formal events more successful. Any time you gather a group together, you have a potential for facilitation. Many organizations believe they need to outsource facilitation or training because they don't currently have the internal capability to deliver. Another way to approach that is to build the internal capability and develop the skills in-house. We have found that in many companies, there is lots of latent talent and certainly an interest in facilitating learning programs. This Facilitation Skills program provides the fundamentals that allow leaders to run more successful meetings and other group sessions, or becomes a base for those moving on to a more formal facilitation or training role.