


FACILITATION SKILLS




 Delivery: Face to Face or Virtual

 Duration: Full day or Half day

 Maximum Participants: 12

 Recommended audience:
Leaders or team members
required to facilitate group
interactions internally
and externally

 Fully Pre-qualified on:
buy.nsw Supplier Hub,
VendorPanel and AusTender

Lead teams and groups to more productive outcomes

Helping people work together more effectively is a core requirement for business leaders looking to foster collaboration. Developing skills as a facilitator will dramatically improve confidence and effectiveness in a range of group situations: leading a team meeting, running a workshop, facilitating a strategy session and interacting with a range of different stakeholders.

WORKSHOP CONTENT

Starting with the foundation concepts of group dynamics and collaboration, the workshop introduces ideas and approaches for a range of different outcomes, including promoting creativity, encouraging problem-solving and building consensus. The techniques section covers critical facilitation skills for managing group interaction, accelerating participation, managing time, creating safe and productive environments, and recording agreements.

LEARNING OUTCOMES

Upon completion of this workshop, participants will be able to:

- Understand the difference between Facilitating, Presenting and Training
- Identify the key elements of facilitation

- Build an agenda to achieve desired outcomes
- Plan and prepare effectively
- Use activities to enhance effectiveness
- Manage group dynamics
- Deploy strategies for generating ideas, breaking deadlocks and evaluating options
- Manage time, engaging groups and maintaining focus
- Develop productive action plans
- Facilitate in a virtual environment

MASTER COLLABORATION IN YOUR ORGANISATION

Develop the skills to confidently lead and manage group collaboration, both within your organisation and with external parties and stakeholders.

NSW CAPABILITY

FRAMEWORK ALIGNMENT

- Personal Attributes
- Relationships
- Results
- People Management

RELATED WORKSHOPS

ALSO AVAILABLE:

- Presentation Skills
- Running Effective Meetings
- Effective Communication
- Leadership and Management

“ Great workshop - this lifted my confidence in undertaking a function of my role that has made me uncomfortable in the past. ”