



TRAINING AND  
COACHING  
SOLUTIONS



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# 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. ”