

## ADVANCED FACILITATION SKILLS TRAINING

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**COURSE LENGTH: 2.0 DAYS**

Great facilitators are always searching for ways to be more effective at presenting to others. This Advanced Facilitation Skills training course can help those who have already mastered the basics of facilitation and are looking for more skills to enhance their presentations.

This intensive 2-day course is intended for experienced facilitators who want to enhance their facilitation skills in working with teams. It helps participants hone their fundamental facilitation skills – whether you are managing more complicated group situations, building agreements, understanding the stages of team development and how to use common process tools to make presentations easier and more productive.

This interactive training course is now available in Malaysia and Kuala Lumpur.

This Advanced Facilitation Skills training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

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## ADVANCED FACILITATION SKILLS TRAINING COURSE OUTLINE

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### FOREWORD

Skill development in facilitation is essential for performing expertly. During this deep dive training course in facilitation skills, participants learn to distinguish facilitation from instruction and training, establish ground rules, develop facilitation techniques, give effective feedback, understand the stages of team development, and more.

View or [Facilitation Skills Training Course](#) if you need an introduction to facilitating staff.

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### OUTCOMES

This short and dynamic training course is the fastest way to develop skills in effective facilitation so that goals can be reached on time, every time.

**After completing this course, participants will have learned to:**

- ▶ Distinguish facilitation from instruction and training
  - ▶ Identify the competencies linked to effective small group facilitation
  - ▶ Understand the difference between content and process
  - ▶ Understand the stages of team development and ways to help teams through each stage
  - ▶ Use common process tools to make meetings easier and more productive
  - ▶ Define your role in facilitating
  - ▶ Establish ground rules
  - ▶ Develop content and process
  - ▶ Deal with controversial issues and divergent perspectives
  - ▶ Develop communication skills
  - ▶ Find for common ground
  - ▶ Use common facilitation techniques
  - ▶ Give effective feedback
  - ▶ Understand facilitation vocabulary
  - ▶ Deal with difficult people and situations
  - ▶ Build sustainable agreements
  - ▶ Understand the stages of team development
  - ▶ Use analysis tools
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### MODULES

#### Lesson 1: The Trusted Conductor

- ▶ A framework for facilitating with complexity
- ▶ Group Capacities
- ▶ LDP Review
- ▶ Assessing and Convening
- ▶ Reflection

#### Lesson 2: Divergent Thinking

- ▶ Listing Ideas - Brainstorming
- ▶ Small Group Work
- ▶ Individual Writing
- ▶ Gap Analysis
- ▶ Reflection

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### Lesson 3: Convergent Thinking

- ▶ Affinity Diagram
- ▶ Pre-Defined Criteria
- ▶ Straw Votes
- ▶ Gap Analysis
- ▶ Paradigm Shifting
- ▶ Paradigm Shifting Techniques
- ▶ Critical Reasoning
- ▶ Reflection

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### Lesson 4: Arriving at a Decision

- ▶ Decision Rules
- ▶ Decision Rules and High Stakes Decisions
- ▶ Scales of Agreement
- ▶ Reflection

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### Lesson 5: People Management Strategies

- ▶ When and how to intervene
- ▶ Groupthink
- ▶ Reflection

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### Lesson 6: Facilitating Specific Processes

- ▶ Strategic Planning
- ▶ Process Improvement
- ▶ Force Field Analysis
- ▶ Reflection

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### Lesson 7: Reflections

- ▶ Create an Action Plan
- ▶ References

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)