

- Start and end on time
- Have a clear purpose and focus
- Engage people in productive work

The Confident Facilitator

Essential Skills & Tools for Guiding Groups / Effective Meetings

The Confident Facilitator is a two-day hands-on program guaranteed to give you a practical foundation in how to facilitate positive and effective group meetings, sessions or workshops. Research indicates that as much as 50 per cent of meeting time is unproductive or lacks focused outcomes. Whether you lead group work in your organization, in the community or in multi-stakeholder settings, solid facilitation skills are the antidote to wasted time and frustrated participants.

"An excellent foundation and overview of facilitation concepts, tools and practices, with an invaluable reference manual. This course gave me the knowledge, skills and best practices that I can immediately put into practice." -- PS



Learning Objectives

- Understand the facilitator role versus chair, presenter, instructor
- Discover the characteristics and components of a great meeting
- Receive key steps to planning and preparing for a well facilitated, engaging session
- Practice essential skills you need to guide group process
- Learn and apply core tools to engage participants and facilitate basic session outcomes
- Apply techniques and methods to keep a group on track; tap collective knowledge
- Gain insights and interventions for group dynamics
- Be able to close with clarity and commitment

Ideal For

Leaders who are seeking to improve the quality and output of their sessions, meetings, and group work including managers, supervisors, department and team leaders, project managers, internal consultants, and business analysts, professional and technical experts, change and quality improvement agents.

"An extremely useful course. It was well-deisgned and full of practical information. The interactive format made learning easy and facilitation could be practiced in a safe, comfortable environment. I would absolutley recommend it!" - KKT

Benefits

You will walk away with techniques, insights, skills and tools that enable you to achieve enhanced meeting performance and ensure productive group results. Plus you'll receive a terrific reference binder. After taking **The Confident Facilitator** and leading your next group session, your participants are likely to say, "We attended a focused and productive meeting. People came prepared for the agenda. We were skilfully facilitated through questions and respectful processes that resulted in clear, creative and relevant outcomes that all had contributed, understood and accepted. This is how all meetings should go!"

Course Focus

The Confident Facilitator is an introduction to facilitating group process in sessions, workshops and meetings. Our emphasis is on foundational concepts, best facilitator practices, core methods and tools to build skill and confidence in achieving straightforward meeting outcomes. Participants learn by practicing in a safe learning environment, modeling and debriefing of facilitation methods, instructor coaching, and peer feedback. The course includes a self-assessment, small group exercises, active learning discussions and application to relevant issues.

Sample Agenda Topics

Day 1	Day 2
• Facilitation Basics	• Getting A Good Start
• Neutrality: It's Essential!	• Planning & Preparing to Facilitate A Meeting
• What Good Facilitators Always Do	• More on Great Process
• Participant Practices: Essential Skills	• Putting It All Together
• Core Facilitation Toolkit	• Participant Practices: Own Facilitation Topic
• Participant Practices: Core Tools	• Closing

About Us

At Masterful Facilitation Institute, we support your journey to skillful group facilitation. We build your skill and boost your confidence so you can design and facilitate effective meetings, sessions and workshops - every time, for any purpose. Every course we teach is grounded in decades of professional facilitation practice and adult education. Our goal is to ensure the highest levels of understanding, retention and transferability, in a safe, inspiring and gracious learning environment.

Bring this course in-house — <http://www.masterfulfacilitation.com>

Email us at info@masterfulfacilitation.com, or call us at 604-943-9133

