

FACILITATION ESSENTIALS: BASIC & ADVANCED LEVELS



COURSE OUTLINE

- :: Facilitation Overview
 - Presentation versus facilitation
 - Key facilitation skills
 - Designing meetings for success
- :: Facilitation Fundamentals
 - Generating and managing discussion
 - Handling difficult situations and people
 - Getting to consensus
 - Addressing false consensus
 - Moving to action and accountability
 - Facilitation practice and feedback
- :: Action Planning to Apply Skills

Facilitation is a core skill for leading teams and projects. Whether this involves working with small groups on an ongoing basis, managing large project teams, or leading executive meetings, great facilitation is critical for surfacing and addressing obstacles, creating clarity out of complexity, generating commitment to action, and establishing accountability. Getting facilitation basics right is essential to handling everyday challenges comfortably. Mastering more advanced facilitation skills can greatly improve one's effectiveness.

Next Step Partners offers both basic and advanced levels of Facilitation Essentials. These courses benefit people who:

- :: Have varied levels of facilitation experience, and want to build and refine key skills
- :: Want to learn best practices and gain new ideas on how to get better results
- :: Have an important meeting coming up and want to prepare
- :: Want to get practice and feedback in a safe environment

WORKSHOP OUTCOMES

Participants will:

- :: Build their facilitation presence and skills
- :: Learn techniques and strategies to set up and maintain constructive group dynamics
- :: Improve their ability to handle challenging situations
- :: Identify key areas to improve and personal strengths to leverage
- :: Learn from the experience and expertise of their colleagues

"The Facilitation Essentials course gave participants a set of simple, yet powerful, tools and techniques. The workshop was both engaging and enlightening, and the facilitator was a great role model for facilitation at the mastery level. I highly recommend this course!"

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