



Professional Development – Facilitation

Developing Facilitation Practice – The Complete Package

1. Whole Person Facilitation Theory and Practice



- *Introduction to Facilitation – skills, attributes, approaches and techniques*
- *Transformational Facilitation - enabling change in various situations*
- *Facilitative Leadership Styles & Skills*
- *Advanced Facilitation theory and practice – aligned with international competencies*
- *Complimented by practice-based mentoring*

About This Course:

This intensive five-day course, facilitated over a negotiated timeframe and complimented by ongoing mentorship, focuses on developing skills and practice to facilitate with confidence and success at various levels. Beginning with and building on fundamental facilitation knowledge and skills, this course takes participants to the next level in their facilitation competence to manage complex and challenging situations. Participants will gain skills, techniques and frameworks, proven methods and processes to facilitate critical dialogue, consensus decision-making, creative solutions, internal ownership and commitment to action. During the second part participants work on a real example, with mentorship and feedback on processes and practice, by an experienced facilitator.

Who's This Course For?

The full 5-day course is intended for people who have a basic understanding of facilitation theory and practice, to those who have some experience and want to develop high-level skills to independently facilitate complex situations with confidence and success.

This 5-day program can be unpackaged into various options for shorter individual workshops – refer to the program overviews in the following pages. It can also be custom-designed to meet your needs and run in-house.

Email your interest or call to discuss your needs and suitable options



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2. Introduction to Facilitation – fundamental skills & techniques



Introductory Level Facilitation **Novice to Advanced Beginner.**

An introductory course for people who want to learn about facilitation and its application, and wish to gain skills that they can incorporate into their everyday practice as a manager, leader, educator, clinician etc.

Content

- Working definition of facilitation
- Core facilitation skills
- Attributes of a facilitator
- Outcomes of facilitation
- Tips for applying facilitation in practice
- Practice at enabling self and others

Practice

- Preparing to Facilitate
 - o Creating safe spaces
 - o Self Awareness
- Reflective Listening
- Enabling Questioning
- Gaining Participation & Consensus
- Closing and Follow-up

Objectives

On completion of this 1day course you will be able to:

- Define facilitation and describe different modes of facilitation
- Identify core facilitation skills and self-assess on these
- Use enabling skills in small groups, meetings and day-to-day situations
- Cofacilitate large groups with an experienced facilitator
- Develop personal learning goals and action plan

Why choose this course?

This is a great introduction to facilitation as a process for gaining participation, shared decision-making and group ownership of actions and outcomes. Acquiring fundamental facilitation skills is highly desirable if your role requires you to participate in and contribute to collaborative work, or to enable others to participate and contribute. Using facilitation skills will help you to guide your colleagues towards effective use of time, better decisions, to share ownership, responsibility and success, to enable action and reduce the burden on one person or role. This introductory course will provide insight into the facilitator's role and whether it's one you want to pursue and master through additional learning and practice.



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3. Facilitating Change - Transformational Facilitation

Enabling innovation and change in a variety of situations



Target Audience

Anyone who has a role in designing and/or leading change in various settings and who sees benefits in involving those who have to live with the change! Participants must have practical experience as a facilitator up to advanced beginner level.

Content:

- *Facilitation in context of change theories*
- *Understanding people and change*
- *Enabling participation and contribution*
- *Working with resistance*
- *Collaboration and consensus decision-making*
- *Measuring and evaluating change*

Practice

- *Designing a change initiative*
- *Key stakeholder analysis*
- *Facilitating change in practice*
- *Managing group dynamics*
- *Using group interventions*
- *Gathering and using information*
- *Reporting*

Objectives:

On completion of this 2-day course you will be able to:

- *Design and facilitate change at an advanced level*
- *Support and challenge groups through a range of dynamics and situations*
- *Use appropriate interventions to enable participation and progress*
- *Identify relevant data and data collection processes*
- *Measure and evaluate progress*
- *Report on progress and outcomes*

Why choose this course?

Over 70% of change initiatives fail! Yet change is accepted as inevitable, with a lot of time, effort and money invested in change. Failure can usually be attributed to the leadership of program design and implementation. Using facilitative approaches will increase your chance of success and the sustainability of changes you lead. You will gain skills that are transferrable to every aspect of your role as a leader of innovation and change.

Guiding individuals, teams and organisations to achieve their outcomes and be effective

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4. Advanced Facilitation

Developing expertise to facilitate complex and challenging events



High Level Facilitation

Competent to proficient.

A high level, practical course for people who want to advance their facilitation practice so they can enable complex decision-making and consensus in large events and challenging situations with confidence and success.

Target Audience

Anyone who has responsibility for facilitating groups and initiatives at a high level, eg across services or a large organisation or in challenging situations, and who wants to develop their competence in line with foundational facilitation competencies. Participants must have advanced practical experience at facilitating independently.

Content:

- *Facilitation competencies*
- *Facilitation skills for leaders*
- *Understanding group dynamics*
- *Enabling participation and contribution*
- *Collaboration and consensus decision-making in various situations*
- *Enabling critical dialogue and action*

Practice

- *Multiple stakeholder analysis, engagement & negotiation*
- *Designing facilitation events*
- *Working collaboratively*
- *Facilitating difficult situations*
- *Intervening effectively*
- *Use of critical reflection & feedback*

Objectives:

On completion of this 2-day course you will be able to:

Demonstrate process facilitation competence in line with foundational competencies

- *Manage and support groups through conflict, challenging dynamics and situations*
- *Apply a wide range of interventions to enable engagement, participation, consensus and progress*
- *Collaborate with multiple stakeholders and build effective relationships within and across groups*
- *Enable diverse groups to identify and measure outcomes*
- *Capture data and write high level reports*

Why choose this course?

Facilitation is recognised as an effective and egalitarian process for enabling groups to work effectively and achieve their outcomes. The skilled facilitator is pivotal to this process and the skills are transferrable across roles, services, organisations and situations. Developing high-level facilitation skills will increase your effectiveness, opportunities and sense of worth.

Guiding individuals, teams and organisations to achieve their outcomes and be effective