TCC
TRAINING AND CONSULTANCY

*providing quality training & consultancy **for over 25 years***

ADVANCED FACILITATION SKILLS

This highly interactive, fast-paced and enjoyable course explores the advanced techniques, skills and frameworks used by experienced Facilitators. Delegates will learn about workshop dynamics, decision-making, handling difficult situations and people, as well as the impact of culture. The course will cover techniques for emerging areas including the facilitation of teleconferences and videoconferences. It will also address the Facilitator's role in the 'close' and 'follow up' of an event.

Course Objectives

This course will enable delegates to:

- Improve workshop designs, recognising company culture, venues and the environment
- Work more effectively with Sponsors
- Focus on managing difficult situations and people
- Understand the influence of 'state' and 'presence'
- Develop new facilitation skills and build personal facilitation development plans
- Effectively facilitate teleconferences and videoconferences
- Understand the Ethics of Facilitation
- Close, record and follow-up a facilitated event

Who Should Attend

Those who wish to develop more advanced facilitation skills for use in a business context, including:

- Intermediate / Experienced Facilitators
- Project & Programme Managers
- Team Leaders
- Business Analysts
- Business Managers

Course Duration: 3 days

Course Code: AFS

Practical Work

This course includes theory and demonstration sessions, plus a significant amount of practical work to engage attendees in the facilitation techniques being explored.

Detailed Course Content

Facilitation Story Telling
What works well; what the challenges are
Facilitator self assessment

Workshop Design
Focus on workshop design and agendas
Workshop techniques and purposes
Facilitation Frameworks
Getting started
Baggage-clearing
Learning approaches, mood of the room
Focus on managing difficult situations
Workshop dynamics
Decision-making

State, Attitude and Style
States, attitudes and styles in Facilitation
Event flow and outcome
Company and individual cultures
Facilitation maturity
Working with the Sponsor
The Ethics of Facilitation

Facilitated Events
Effective facilitation of teleconferences
Effective approaches to videoconferences
Venues and environments
Constraints and freedoms   *(continued overleaf)*

Pre-requisites, evening study and examinations
It is recommended that delegates have some experience of Facilitation or have attended the Workshop Facilitation Techniques course. There is a small amount of informal work each evening to prepare a workshop for the following day. Delegates also complete a simple form in advance of the course, outlining a workshop they have recently facilitated, or are about to facilitate.

Detailed Course Content (continued)

Event Closure

Workshop outcomes

Purpose of closure

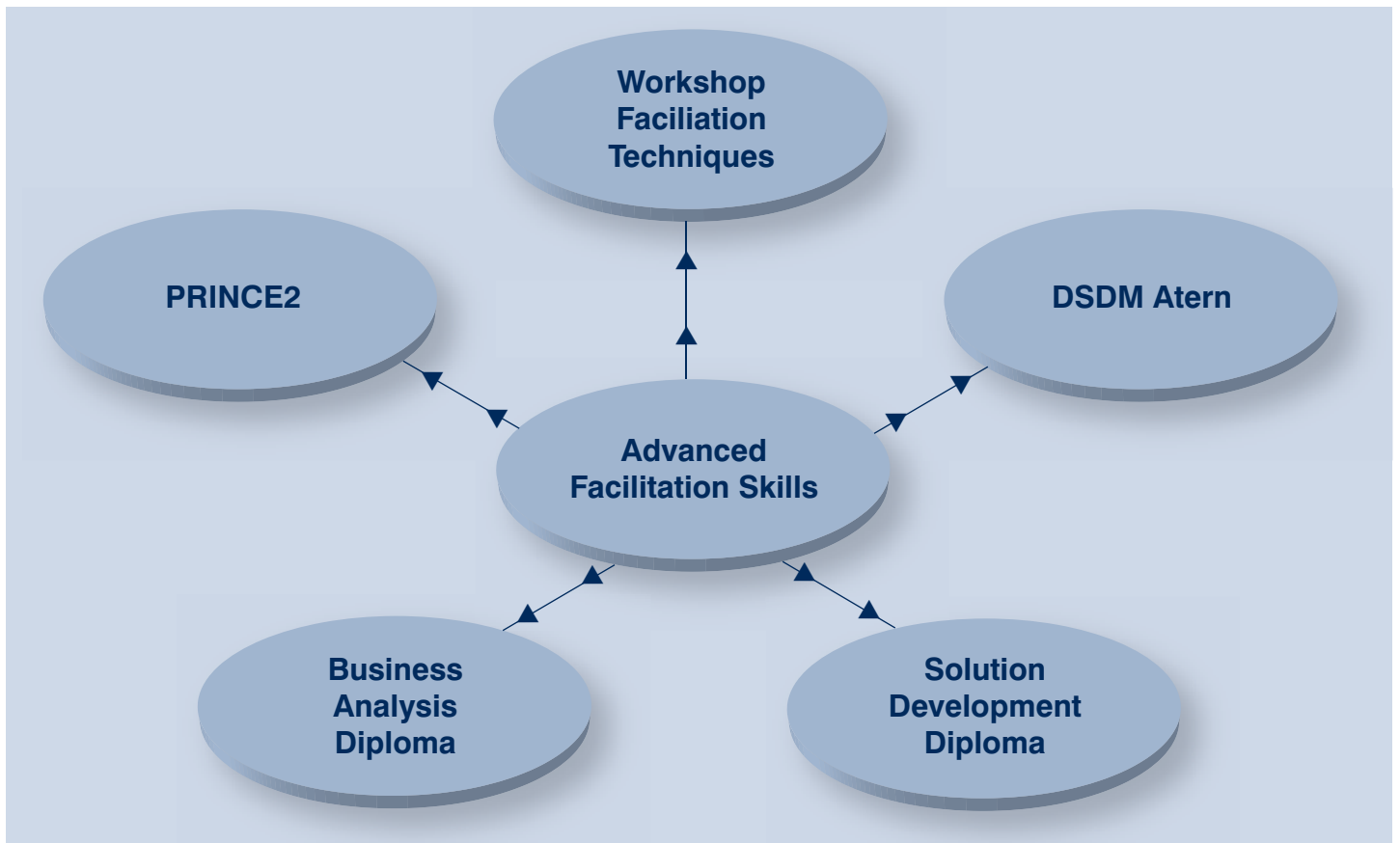How to 'close', 'write-up' and 'follow-up' a facilitated event

More Information

If you would like to discuss anything further, please email us at ***contact@tcc-net.com***

For upcoming dates on our public schedule and prices, please visit our website at ***www.tcc-net.com***

If you have four or more people to train and would like this course run in-house, please ***call us*** for further details.

Related TCC Training Courses

AFS201