

TRAINING FOR FACILITATORS

Context

Sometimes you have to take difficult decisions or to tackle complex tasks. This needs an efficient way of working together. If the advantages of a team are to take effect, the team needs transparent communication and competent leadership. The best way to meet these two challenges is competent facilitation. However, facilitation does not simply happen, it requires special abilities and they can be learnt.

Objectives and contents of the training

The participants will get the opportunity to become acquainted with the fundamental methods and instruments of facilitation and to actually practice them. These are e.g.:

- how to appear in front of a group
- defining the functions and roles in a group
- designing structure and sessions of workshops
- choosing and applying different techniques of visualisation
- being able to ask the right kind of questions and to formulate them well
- analysing group processes and perceiving what is going on in a group

In addition to these tools a facilitator needs a specific and adequate attitude. S/he should inspire trust; s/he should be both firm and open to criticism. Obviously, it is easier to show this attitude if one has available a well equipped toolbox with the appropriate instruments.

Working methods

We shall create as many practical training opportunities as possible, using case studies, role plays and group work. The trainers will also transmit their own experience and pass on their hints for success. There will be time to demonstrate, to take part, to practise and to reflect on the exercises. And most important: we shall have lot of fun together.

Participants:

The training is thought for people who chair meetings, conduct training courses, workshops or even a congress. It will help them to acquire new techniques and to find out their most appealing way of presenting themselves.

The number of participants is limited to 14 people, as we want to give to all of them ample opportunities to practice.

Programme:

The training duration is five days. Some of the items are fixed, others are to be adapted to the specific needs and preferences of the participants.

Day	Topic	Contents
1 st day	Opening	<ul style="list-style-type: none">• Objectives, programme• Personal presentation• Formation of committees
	Basics	<ul style="list-style-type: none">• Identifying the requirements of a facilitator• Brainstorming rules• Importance and components of facilitation agreements
	Visualisation	<ul style="list-style-type: none">• Using visualisation correctly• Individual practice of visualisation• Summarising practice with feedback and sharing of experience
2 nd day	Group meetings	<ul style="list-style-type: none">• Working rules and role of a facilitator• Rules for working in groups• Video recording of two group meetings
	Group meetings (feedback)	<ul style="list-style-type: none">• Video feedback of group meetings• Collecting main insights and lessons learnt
3 rd and 4 th day	Topics according to participants preferences	<ul style="list-style-type: none">• Effective use of body language (posture, gestures, voice) with training units• Appropriate use of the available space• Exercise in paraphrasing (assuring correct communication with the audience)• Getting to know various methods of sharing group work results• Conducting short meetings and discussion groups• Asking the right form of questions (for group work and as discussion starters)• Hints for motivating groups• Planning a future event• Tips and hints for difficult situations
5 th day	Test	<ul style="list-style-type: none">• Teams of facilitators plan a live presentation• Implementing the presentation• Feedback from the group and the trainers
	Closing	<ul style="list-style-type: none">• Evaluation of the training• Suggestions for a future training• Next steps