

# Facilitation Fundamentals

## In a Nutshell

All organisations, teams, groups both large and small (plus many individuals) are challenged by complex factors in communicating, planning, making decisions, managing projects and moving forward together.

No matter what the size of a group, they can struggle for the time, the focus, and the structures, to achieve constructive and practical outcomes with enduring relationships.

The **facilitative leader** is becoming an increasingly valuable resource:

- ❖ For helping people explore issues which confront an organisation or group
- ❖ For tapping the breadth of ideas and the depth of understandings
- ❖ For building greater shared awareness, purpose and commitment

With effective design and leadership, people can actually start to look forward to having a meeting or workshop. They can indeed be more willing and able to prepare, contribute, participate and follow through.

## Who is it for?

**Facilitation Fundamentals** is a learning package which can be tailored to client needs.

It is for anyone wishing to improve the effectiveness of their communication and interaction with others:

- ❖ With application from one-on-one contact to large group processes, for any conversation that matters
- ❖ Not just people who stand up in front of a group as the obvious leader of a discussion or workshop, but also those who are happy to help a group from within the group
- ❖ Not just in big rooms with whiteboards, but also over coffee tables and on telephones
- ❖ Not just dealing with events while they are happening, but also designing interactions to maximise the chances of successful outcomes

## Learning Outcomes

As a result of the Program, each participant will have developed:

### New capacities

- ❖ New insights and perspectives on communication and the underlying dynamics of human processes
- ❖ New skills and tools to explore awareness and understanding, tap into creativity, build cooperative relationships, and develop agreement and commitment

### Practical application

- ❖ The ability to apply new learning, as a leader/facilitator of process, or as a participant in process, from one-to-one interactions to larger groups
- ❖ A plan for real-life application of key methods and understandings, and for continued coaching or mentoring

### Strengthened engagement & relationships

- ❖ enhanced confidence to engage with diverse parties and complex situations to build towards creative and constructive outcomes
- ❖ strengthened relationships with peers, colleagues and others through sharing of practical experience and engagement in exercises which assist participants to become a resource to each other

## Learning Experience

The learning experience includes:

- ✓ demonstration and unpacking of skills and techniques
- ✓ individual and team/group practice and reflection
- ✓ giving and receiving feedback
- ✓ coaching of individual facilitation in practice (action learning)

**Experiential and adult learning principles** support the learning and application of tools and techniques by grounding these in actual work projects of participants. This format builds competence and confidence in the continued use of facilitation methods and deepens understanding of the profound role of facilitation in leading change.

At the end of the training each participant will have a statement of attendance, a comprehensive set of course notes, worked examples, and proposals for application and practice of their learnings in real-life situations.

They will also have access to coaching and mentoring from highly experienced facilitators.

# Facilitation Fundamentals

## Core Structure

### DAY 1

- ❖ Essential participatory process
- ❖ Dynamics of humans in process
- ❖ Conversations that matter (ORID)
- ❖ Questions that work
- ❖ Workshops

### DAY 2

- ❖ Continuing methods practice
- ❖ Action Planning overview
- ❖ Designing and staging effective events overview
- ❖ Real-life applications

## How is it delivered?

The **core** of the package includes:

- ❖ Two days of face-to-face interactive delivery
- ❖ Pre-consultation for in-house sessions to enhance tailoring of content and resources to the needs of participants
- ❖ A comprehensive participant manual; and
- ❖ A degree of coaching after the session to enhance application of learning.

This can be delivered as two consecutive days (preferred) or as two one-day sessions separated by several weeks to allow practice and debriefing.

**Interactive delivery** is by highly experienced facilitators who have demonstrated skills in adult training and learning support, and direct experience in the corporate, government and not-for-profit sectors.

The leaders have delivered forms of this training in all States & Territories of Australia, and internationally, for more than sixteen years.

Potential **expansion** packages include:

- ❖ Extension to two and a half days and/or use of evenings in residential mode to allow additional time for reflection
- ❖ An additional recall day (or days) tailored to specified applications of new skills and understandings
- ❖ A follow-up advanced session after 3 to 6 months for deepening and broadening of learning and for reinforcing effective application

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## What participants say

### On the content and resources:

- ✓ Very good grounding in theory and practice – the balance was right
- ✓ Concrete/practical/applicable - it works
- ✓ Highly valuable, very practical hands-on experience is the only way to learn facilitation
- ✓ Enormous learning and a fantastic journey
- ✓ Great to have a comprehensive folder/manual
- ✓ Fantastic - practical, well presented, great humour, realistic
- ✓ Really good insights into human dynamics and methods to facilitate outcomes
- ✓ Lots of time to practise the content taught
- ✓ Excellent, very visual and relaxing play things
- ✓ I gained heaps – skills and knowledge, confidence and courage

### On the leaders:

- ✓ Brilliant, inspiring & encouraging
- ✓ You are humorous and add a light touch to the very heavy subject of models and theory
- ✓ Liked the dynamic presentation style
- ✓ Did a fantastic job – really impressed – thank you!
- ✓ Awesome! Thoroughly supportive, fun, enjoyable, giving
- ✓ Great to have their experience. Enjoyed the approach which was relaxed & interactive
- ✓ Great guidance and encouragement
- ✓ Well trained, informative, respectful, had a sense of humour, and I really enjoyed being a participant

## Connected Opportunities

**Facilitation Fundamentals** supports the Practical Skill Sets & Understandings components of the program:

**Out in Front: The Way of the Facilitative Leader™**.

[Out-in-Front.com.au](http://Out-in-Front.com.au)

Participants who complete this Program are eligible to receive a certificate of attendance at

**ToP Facilitative Leadership Program** Module 1  
Group Facilitation Methods.

This Module is nationally accredited at postgraduate level as part of the award 52326 Vocational Graduate Diploma of Facilitative Leadership.

Completion of the ToP Facilitative Leadership Program is a requirement for being assessed as a

**Certified ToP Facilitator.**

Both pathways are offered by the **ToP Global Institute for Facilitative Leadership**. See [ToP-GIFL.com](http://ToP-GIFL.com)

Clients of our training are eligible to receive **discounts on facilitation services**.