

Duration 1 day**Course Description**

Facilitation is fast becoming a key skill for managers and employees alike. Effective facilitation helps groups to be more creative, and meetings to become more effective. It helps groups solve problems and design solutions that can sometimes be difficult or time consuming.

This course is designed for anyone who has a role in group decision making and problem solving.

The Aim

To identify the skills, tools and techniques of effective facilitation practice them in a training environment.

Objectives

By the end of the course, delegates will be able to:

- Understand the role of a facilitator.
- Describe the skills of an effective facilitator.
- Design an effective facilitated group session.
- Apply their knowledge back in the workplace

Subject Areas

- The role of a facilitator
- The skills of a facilitator
- Tools and techniques
- Designing a facilitated group session
- Preparation
- Action planning
- Dealing with common situations

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