

# Facilitation

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## Aims & Objectives

This workshop will enable participants to successfully facilitate an interactive meeting.

They will learn how their energy and attitude will set the tone and provide momentum for participants to focus on relevant issues.

## Outcome

Delegates should be able to:

- Successfully plan & structure an interactive meeting
- Maintain meeting focus and encourage participants to keep their focus
- Enable effective recording and assignment of action plans

## Course content

### **Key topics include:**

- The role of the facilitator
- Who does what?
- The principles of facilitation
- Freewheeling and brainstorming – thinking outside of the box.
- Fail to plan and you plan to fail!
- Best practice in separating the helping roles
- Successful closing – what happens now?

### **This programme is aimed at:**

New or established facilitators within any type of organisation wishing to enable new facilitators to embrace the facilitation role, or enhance existing skills.