

Facilitation Skills

The goal of this one day workshop is to introduce the participants to a range of facilitation tools that can be tried out in the safe environment of the workshop and then incorporated immediately into meetings that the participants attend.

The day will include:

Introductions and outcomes

Why have facilitation

What makes an effective meeting

Traits and behaviours of a facilitator

Facilitation tools and techniques including:

- Car park

- Code of conduct

- Brainstorming:

 - Round robin

 - Freeform

 - Post its

 - Evaluation

 - Flip charts – use of them

Dealing with conflict

Tough questions – dealing with them

Dealing with difficult people

Logistic planning for a successful meeting

Personal Action plans

The emphasis is on learning tools which can be applied immediately. Each participant will receive a handout based on the slides presented on the day.

For more information contact Colin Graves on 07881 636538

Or go to www.iridiumconsulting.co.uk