

Course information

Essential Facilitation Skills

About This Course

This interactive and stimulating course provides participants with a solid grounding in basic facilitation skills. You will get the chance to design and run your own facilitation session, and will come away with a toolkit of skills and techniques that will help you to facilitate meetings more effectively.

Level

This course has been designed for people with little or no experience of facilitating meetings.

Aim

To give you some of the essential skills and techniques to facilitate meetings well and to anticipate and manage potential difficulties.

Objectives

By the end of the course you will be able to:

- describe the role of a facilitator, and how it differs from other 3rd party roles
- list the key 'dos and don'ts' in designing and delivering a meeting
- list and apply 3 types of questions, and when to use each type
- describe behaviours that can be difficult to manage and the techniques for dealing with them
- explain and apply at least 4 essential techniques for facilitating
- explain the value of ground rules and how you can apply them
- describe the importance of evaluating and be able to use at least 3 different evaluation methods.

Indicative Content

- what can go wrong at meetings and how pitfalls can be avoided
- listening and questioning skills
- how to handle difficult behaviour
- five facilitation techniques and when to use them
- ground rules - what they are and how they help you
- hands-on practice facilitation sessions with constructive feedback
- how to build on your learning within your job
- evaluation of the course.

Course Style

We believe that learning through doing is the only way that you will remember and have the confidence to use the tools and techniques that we use ourselves. There will be a mixture of exercises and trainer input to ensure an engaging balance between theory and practical work, as well as learning from other participants.

For further information on The Environment Council and our learning and development opportunities, please visit: www.the-environment-council.org.uk

Or contact Maeve O'Keeffe or Magnus Alanko on 0207 632 0118 / 0138, or email training@envcouncil.org.uk

The Environment Council

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The Environment Council

Testimonial for TEC Training

The very knowledgeable and experienced trainers give you room to develop whilst supporting and guiding your learning.

Ruth Rush

Community Relations Manager, Environment Agency

Trainer Profiles

Maeve O'Keeffe

Maeve is an experienced trainer, facilitator and project manager whose considerable practical experience within the stakeholder engagement and public dialogue spheres. Maeve believes that training should be fun, dynamic, and participative and works with some of the UK's leading thinkers and practitioners to pioneer our innovative and cutting-edge courses.



Dates:

9-10 May 2007
12-13 September 2007
5-6 December 2007

Duration:

2 Days

Non-Residential.

Lunch and refreshments included.

Venue:

The Environment Council offices, Central London.