



## TRAINING PROGRAMME

### Fundamentals of Group Facilitation

#### 1. Introduction

- Training objectives
- Training agenda
- Nature of the training: learning through experience
- Working assumptions

#### 2. Demonstration workshop

#### 3. Analysis of the facilitated process

- The essence of facilitation
- The attitude of the facilitator
- Facilitated process
- techniques
- Tools
- Facilitation questions
- Energy and temperature
- Divergent and convergent thinking

#### 4. The role of the facilitator

- Facilitator - Coach - Trainer - Consultant: differences between roles

#### 6. Planning and preparation of meetings and complete facilitated processes

- 7 aspects of workshop preparation
- Meeting agenda
- Workshop theme selection and formulation

#### 7. Facilitation methods and techniques (selected depending on the topics formulated by the group)

#### 10. Practical workshops around the topics selected by the group

#### 11. Summary and closing of the training



## **II. Training outline**

- The aim of the training is for the participants to acquire basic knowledge and skills for designing and conducting organisational meetings and workshops, that is, group facilitation
- The training is practical in nature; it features basic knowledge about the role of the facilitator, its difference from other roles, together with specific methods and techniques of facilitation. A large part of the training time will be devoted to designing and conducting workshops based on the topics selected by the training participants. The training can be tailored to the needs of the participants
- The training can be conducted both in a physical setting and with the use of remote work platforms and tools

## **III. Target group**

- In-house trainers, coaches
- Managers and team leaders
- HR Business Partners and HR employees
- Agile coaches, Scrum Masters
- Project managers, project office staff
- Anyone playing a facilitative role in different situations

## **IV. Benefits**

- A grasp of the conceptual foundations of facilitation and an understanding of the role of a facilitator
- Ability to effectively design and conduct organisational meetings and workshops, in physical setting and online
- An experience of a set of facilitation methods and techniques
- Effective use of time devoted to organisational meetings and increasing their business value