

Advanced Facilitation Techniques (1 day)

WHO SHOULD ATTEND?

This workshop is recommended for those individuals who are experienced facilitators and wish to broaden their skills in helping groups stay on track. *Facilitating Effective Meetings* is recommended as a pre-requisite. Recommended maximum class size is 15 participants.

OBJECTIVES

This workshop is designed to expand on the concepts of meeting management and examine the “invisible” process running at a deeper level. Advanced intervention skills will be explored, along with process consultation fundamentals. Key meeting elements will be reviewed, but not explored in detail, as it is assumed that participants will already have this background. The workshop is based on adult education principles following the model of presenting theory, discussing examples, having a personal experience, reflection and application.

WHAT YOU WILL LEARN

The workshop is designed so that participants will be able to examine any situation objectively, watch for early signals, and intervene effectively when necessary. Participants will build skills in:

- Effective meeting planning
- Stakeholder analysis
- Using effective preventions to keep meetings on track
- Observing patterns of behaviour
- Intervening effectively
- Prevent and manage conflict
- Enabling the group to manage itself

MATERIALS

Participant workbook, copies of PowerPoint slides, intervention guidelines, and access to Convergence Group website resources.

CONTACT

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