



Facilitation Skills Workshop



Enhancing skills for effective collaboration and engagement & help groups to achieve better outcomes.

Facilitation skills are essential for anyone running meetings or managing groups of people.

This one-day workshop covers the skill sets needed to achieve more targeted and sustainable outcomes from your meetings, workshops or training events.

Great facilitators identify and implement with skill the right process to achieve lasting objectives. They have the knowledge and skills needed to tap into the depth of experience in the room, engage and guide participation, manage group dynamics and ensure that outcomes are not only developed and understood, but owned by the group and captured.

Skills and techniques are relevant to any meeting or training workshop, from meetings with workplace teams; conflict resolution; client meetings; and group training. Skills help guide and engage discussion relevant to meeting objectives, while keeping activity focused on attaining objectives, often while managing issues such as side tracking and a range of behavioural issues with team members.

If you run meetings with either groups of growers, internal work teams or client groups, the skill sets in this workshop will be invaluable and have immediate applicability and impact. The skill sets are equally applicable when planning information dissemination and training workshops, or when running fact finding sessions to inform new projects or understand current attitudes and practices. The skills will help build team ownership of outcomes, find common consensus and engage teams when defining complex issues such as future strategy.

This high intensity, one-day, small group workshop covers theory and practical issues that are relevant to your workplace and ready for immediate use to improve your workplace impact.

The workshop focusses on the ability to:

- Increase participant engagement in workshops and meetings
- Use and manipulate group dynamics
- Drive group and individual learning and decision making through sharing of information, structured planning and purposeful use of process.

Your workshop is delivered by ICAN Senior Consultant, John Cameron.

LEARNING OBJECTIVES

- Understand the process focused role of facilitation and the adult learning principles that underpin these processes
- Identify, select and use key facilitation skills appropriate to meeting and situation objectives.

COURSE DATES & DETAILS

Dates:

Tuesday 17 September 2024

Wagga Wagga - Charles Sturt University, ResLife Building 452, Bangala Way, Wagga Wagga, NSW 2650

Wednesday 18 September 2024

Dubbo – Dubbo RSL, Corner Brisbane & Wingewarra St, Dubbo, NSW 2830

Thursday 19 September 2024

Narrabri – Narrabri PBI, I.A Watson Grains Research, 12656 Newell Highway, Narrabri, NSW 2390

Details:

Time: 8.30am-5.00pm, small group format

Cost: \$600 + GST

Morning tea, lunch & afternoon tea will be provided, along with a detailed training resource.

Further information:

Phone: 02 9482 4930

Email: john@icanrural.com.au or andrea@icanrural.com.au

FEEDBACK FROM PREVIOUS FACILITATION COURSE PARTICIPANTS

“The workshop brought many ideas and concepts together for me. The importance of clear objectives (get them right and it sets a path for better contributions, recording and evaluation). I liked the ideas for managing behaviour in team meetings with a suite of non-confrontational techniques. The process reflection was very useful and a great refresher.”

David Lawrence, DAF QLD

“Great day! Really liked the different strategies for managing group dynamics.”

Glenn Shepherd, IMAG Consulting Dubbo

“Really good skill development in facilitation! Especially benefited from discussion on how to structure questions; options for drawing out issues and I came away with a better appreciation of how and when to use break out groups.”

Maurie Street, CEO, Grain Orana Alliance, Dubbo

“Clear process to follow right down to selecting the sequence of questions to plan for. The concept of ‘self-direction’ in a learning environment is very powerful. Afternoon session practicing facilitation skills was excellent. Receiving and giving feedback to others was a powerful learning experience. A great day.”

Lisa McFadyen, Ag Value NSW

“Well done! Will be applying learnings on what can go wrong and how to transition through these situations.”

Drew Penberthy, Outlook Ag Bellata

"5 out of 5! Using group memory, session planning and tools for engagement were all fabulous."

Lindsay Bell, CSIRO

"5 out of 5! The course notes and structure were excellent. The hands-on facilitation challenged me and pushed me outside my comfort zone to try some new things. Really enjoyed the day."

Kaara Klepper, GRDC

"5 out of 5! The practical session at the end really tied it all together well."

Chris Minehan, Consultant RMS Wagga Wagga

COURSE CONTENT

- The role of the facilitator
 - Behaviour
 - Creating the environment
 - Ground rules
 - Process vs. content
- Principles of adult learning
- The tool kit
 - Types of questions and how to ask them
 - Divergent and convergent thinking
 - Active listening
 - Methods to engage
 - Setting ground rules
 - Transitions
 - Parking lots
 - Handling conflict
 - Body language
- The 4 phases of facilitation
- Things effective facilitators do
- Planning meetings
 - Objectives
 - Define what success looks like
 - Agenda
 - Resources
 - Briefing
- Techniques for managing behaviour
- Team dynamics, experience and the changing role of the facilitator

Registration form: Facilitation Skills Workshop

Online registration and payment are available at: <http://www.icanrural.com.au>

NOTE: These are small group workshops and places are limited

Name: _____

Company: _____

Address _____

State: _____ Postcode: _____

Phone: _____ Fax: _____

Email: _____

I wish to attend the following workshop session (please tick the box)

Tick	Date	Location	Venue
<input type="checkbox"/>	Tue 17 Sept 2024	Wagga Wagga NSW	Charles Sturt University, ResLife Building 452, Bangala Way, Wagga Wagga NSW 2650
<input type="checkbox"/>	Wed 18 Sept 2024	Dubbo, NSW	Dubbo RSL, Cnr Brisbane & Wingewarra Sts, Dubbo, NSW 2830
<input type="checkbox"/>	Thurs 19 Sept 2024	Narrabri, NSW	Narrabri PBI, I.A Watson Grains Research, 12656 Newell Highway, Narrabri, NSW 2390

Note all workshops start at 8:30am and finish by 5pm. Catering is provided
Numbers are limited. Registrations must be accompanied by payment.
Cost per person is \$600 +GST (\$660)

Payment details: (tax invoices will be issued on receipt of your payment)

Cheque enclosed (Please make cheques payable to ICAN Pty Ltd)

Please charge to:

(Credit cards only)

MasterCard

Visa

Card Number:

Name on card:

Expiry date:

ccv:

Signature: _____

By signing above I authorise ICAN P/L to take the amount of AUD\$_____ from my credit card.

Registration form and payment to be forwarded to: ICAN Pty Ltd, PO Box 718, Hornsby NSW 1630

Enquiries: Ph: 02 9482 4930, Fax: 02 9482 4931, email: andrea@icanrural.com.au