



Facilitation Skills Workshop



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 the right process for workshops and meetings to achieve lasting objectives. They have the process and skill set to tap into the depth of experience in the room, engage and guide participation and ensure that outcomes are not only developed and understood, but owned by the group. They manage the process of communication and group dynamics to ensure information is both presented and received in a manner to optimise decision-making or learning.

Skills and techniques covered are directly applicable in 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 meeting 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, as when running fact finding sessions to inform new projects or understand current attitudes and practices. The skill sets are invaluable when running team meetings to help build team ownership of outcomes, find common consensus and engage teams when defining complex issues such as future strategy.

The ICAN Facilitation Skills Workshop is a high intensity, one-day, small group format workshop. It covers theory and practical components that are relevant to your workplace, ready for you to start using right away 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.

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 9 November 2021

Wagga Wagga - [FULL CLOSED TO REGISTRATIONS]

Wednesday 10 November 2021

Temora - Farmlink (Workshed 2), 361 Trungley Hall Road, Temora NSW

Details:

Time: 8.30am-5.00pm, small group format

Cost: \$540 + 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

"The practical session was a great way to finish. Having a go and being critiqued on my skills was very valuable, and also being involved by assessing others was a powerful learning experience. Will definitely use the session planner for future sessions."

Greg Brooke, NSW DPI

“Great introduction to facilitation, clear notes and well structured.”

Annie Ruttledge, DAF QLD

“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

“Explanation of structure behind facilitating, breakdown and reasons behind it. Use of tools and backup plans. Full marks!”

Kellie Jones, FarmLink NSW

“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
	Tue 9 Nov 2021	Wagga Wagga NSW	FULL CLOSED TO REGISTRATION
	Wed 10 Nov 2021	Temora NSW	Farmlink (Workshed 2), 361 Trungley Hall Rd, Temora

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 \$540 +GST (\$594)

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, Fx: 02 9482 4931, email: andrea@icanrural.com.au