

# Facilitation Skills Training

2<sup>nd</sup> – 4<sup>th</sup> January 2019



St Helier, Jersey

project management programme management  
strategy execution facilitation product selection  
vendor selection facilitation change management  
project management programme management  
strategy execution product selection vendor se

# Course Itinerary



Simply Change courses place the emphasis on practical, transferrable skills rather than just theory and knowledge. Our expert trainers give your team the skills they need to design, plan and facilitate a range of different styles of workshop to best suit your needs. An example of the areas we will cover:

Designing workshops to meet key objectives eg – problem solving, scoping, developing, decision making, finalisation

- Our design approach is based on working backwards, starting with the end in mind.

Creating the right environment to encourage open sharing

- We will explore what constitutes the right environment and how to help event staff, delegates and the facilitator to create an environment suitable to the objectives

Avoiding silences and getting universal input

- Developing participatory processes is a key facilitation skill, we will look at some key examples and the Schwartz Intervention Cycle

Keeping the audience on message

- Being on or off message, how should a facilitator behave and who is the client are key areas that we will work on in the programme

Gaining input that stretches people to think far into the future and beyond current boundaries

- Creativity and facilitation design contribute to breaking down boundaries and silos so we will ensure that your design approach makes space for relevant interventions

Creating a process that more easily leads to a clear and concise output/report

- Agreeing what is an appropriate output and delivering it in a timely fashion. We will look at some tried and tested techniques for this.

Understanding the range of facilitation approaches and when to choose what approach

- There are some resources available that we will share for help in selecting useful approaches and remain flexible to the needs of the group

Tools to help define priorities on the day

- We will cover a few prioritisation techniques and some decision-making techniques too.

Modern tools and techniques to aid facilitation/data input

- We will explore this with the group to agree what to cover here but everything from online facilitation to in-room systems can be covered.

Additional topics that we may include based on the delegates interests

- Contracting – How to go about agreeing the scope and expected results for a facilitated event with an internal or external client
- Co-Facilitation – When to work with other facilitators, and the benefits and challenges of it
- Use of self – Understanding your presence and how to use it in a room
- Working with large groups – What's different when you have over 40 people in a room (or 400) and what processes should you use?

Every delegate will get some experience time as part of the course, either in planning or delivering a workshop

# Our Trainers



Both of the trainers are practising professional facilitators, facilitating sessions every week with at least 30 years' experience between them.

## Rob Walsh

Rob has over 20 years' experience as a Change Manager, IT manager, Consultant, Facilitator and leader in many sectors with in-depth change management experience. He is a PROSCI® Change Management Practitioner.

Rob has been a professional facilitator for over 17 years, including completing his Certified Professional Facilitator (CPF) qualification from the International Association of Facilitators in 2002. He trains facilitators on a regular basis and helps managers to build teams quickly using facilitative techniques. Rob has facilitated strategic planning, business prioritisation and decision making, corporate change workshops and project and programme stage workshops.

Rob's clients have included: UBS, Penguin Random House, University College London, University of East Anglia, University of Liverpool, The Knowledge Transfer Network (KTN) Ltd, Innovate UK/UKRI, ICS Cool Energy, Marist Brothers, Wasabi, Aviva/Norwich Union, Historic England, High Speed Sustainable Manufacturing Institute, Hachette UK, Loughborough University, Norfolk County Council, Worth Internet Systems and Hive IT.

## Bruce Rowling

Bruce has over 20 years of facilitation experience and has helped individuals and groups to achieve their goals through; skills training, including facilitation & graphics, group facilitation, team building, personal & organisational development, executive coaching & mentoring, and large group interventions & conferences. Bruce has been a member of the International Association of Facilitators and is the UK Partner and Visiting Associate in Facilitation & Graphics for ImPer Group in Moscow.

Bruce's clients have included: U.K. Government (Various departments), Tower Hamlets PCT, Transport for London, Ernst & Young (St Petersburg, Russia), The Training Institute (St Petersburg, Russia), Personal Image (Moscow, Russia), SBC (Moldova), University of Bath, Grunenthal Pharmaceuticals, PwC, Brit Insurance, DHL(EMEA).



Each participant will take away a complimentary copy of Ingrid Bens' book *Facilitation at a Glance!*

# FAQs



## When and where is the course being held?

Wednesday 2<sup>nd</sup> & Thursday 3<sup>rd</sup> October 2019  
St Helier, Jersey  
Early bird discount £795, book before 31<sup>st</sup> August to qualify  
Regular price £895  
Optional 3<sup>rd</sup> day for advanced skills £250 (subject to availability)

## What will I learn?

By the end of the training course, participants will be able to:

1. Have a good understanding of facilitation skills and how to effectively design and facilitate various types of meetings and events.
2. Understand how to use some key tools and techniques to enhance the facilitation of meetings and proposition development workshops.
3. Be confident in facilitating a workshop with diverse/senior level participants.

Each participant will also receive a complimentary copy of Ingrid Bens' book *Facilitation At A Glance*.

## Who should attend this course?

Project Managers, Programme Managers, Business Analysts, Scrum Masters, Team Leaders, Middle Managers, Senior Executives.

## Are there any discounts available?

An early bird discount of £100 per person is available if you book before 31<sup>st</sup> August 2019.  
If your organisation has 3 or more delegates, please contact us to discuss our group booking discounts.

## What is day 3 about?

The two-day course based on experiential learning and working through proven examples. If you have a real-world scenario you would like to plan and rehearse in a safe environment with our trainers then why not stay on for an extra day and take your practice to the next level. This is also recommended for anyone considering certification as a professional facilitator with the International Association of Facilitators. Please contact us to discuss whether day 3 is right for you.

For more information [contact@simplychange.com](mailto:contact@simplychange.com) or give us a call on 01865 820999.