

ARID GROUP TRAINING

THE *Crash Course in facilitation and groups skills*

Course designed and presented by:

Andrew Huffer

Andrew is nationally recognized for his work with groups, having run hundreds of planning and training workshops

Introduction

Dealing with a group of adults?

Unsure how to manage the people, planning and processes within a group?

Working effectively with stakeholder groups is one of the key challenges facing professionals like you.

Helping our stakeholder groups to achieve their goals is equally important. They have different needs, demands, attitudes and behaviours.

This can be pretty daunting, unless you know a few 'secrets'. Some of these are revealed in 'THE Crash Course in Facilitation and Group Skills'.

Course aims

What you will learn on this 3 day program!

The course will enable you to:

- ✓ *Develop an awareness of how you work with people*
- ✓ *Understand the core behaviours & skills of facilitation*
- ✓ *Practise and apply a range of group facilitation processes*
- ✓ *Receive feedback on your facilitation skills*

Course outline

Section A. Establishing group rapport

Introductions & warm-ups
Group guidelines
Expectations

Section B. Awareness of your behaviour in groups

Working within a group
Individual's behaviours within groups

Section C. Core behaviours of a facilitator

Facilitation skills – a survival kit
Facilitation style – choose your attitude, choose your consequences
Listening & feedback skills

Section D. Facilitation processes

Staging a group event
Group planning process
Designing a planning workshop
Conducting a group workshop (1)
Group reflection & debrief processes
Group debrief processes unveiled
Designing a group debrief
Running a group debrief
Workshop summary

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