

Designing Effective Events

An introductory course in understanding and accommodating how adults learn

Courses scheduled for:

26th - 27th August,

Location to be confirmed

This 2 day course will help you:

- Design a field day, workshop or other activity to put adult learning theory and principles into practice
- Develop skills, knowledge and confidence to design activities and events that maximise learning
- Learn tips & tools for effective presentations / workshops
- Provide you with a framework that helps you design your event that matches process to purpose

The course covers such vital information as:
 Understanding adult learning principles
 Learning styles
 Learning cycles
 Perceptual modalities (the different ways we absorb information)
 Critical thinking about your event
 Planning frameworks
 Hooks and the top '1%'ers

...all of which are vital to any event planner.

Colin Holt, the presenter of this course has over 18 years experience working throughout Australia in coordinating, training and extension role with both public and private sectors organisations.

For more information please contact:

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Facilitation Crash Course

THE 3-day crash course in facilitation and group skills for every workplace

Courses scheduled for:

Deniliquin July 2nd-4th

Rutherglen, for 7th-9th July

Ballarat, for 14th-16th July

Dealing with a group of adults and 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'.

This 3-day course will enable you to:

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

The presenter, Andrew Huffer, has over 20 years experience in adult training and has worked extensively in both the public and private sectors.

For more information please contact:

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Andrew's lessons in facilitation

Finally, after far too long just thinking about this, I have started a facilitation journal. This enables me to reflect on the workshop or event, examine what worked and identify areas to improve in the future. It's proven to be a really valuable tool and has already helped me to improve my facilitation and improve the level of service to clients and workshop participants.

Using the EcoTrust Australia workshop as an example, let's step through some of my learning.

The event was a one-day planning workshop held in Broome (yep, a tough gig!) for the Steering Committee to develop the way forward for a project that aims to assist Indigenous communities across northern Australia in developing new business opportunities.

There were some pretty high-level players there (CEOs etc) who had flown across from Melbourne & Sydney, so I was feeling the pressure to come through with the goods. One of the keys to the success of the program was getting to know the participants. May sound obvious, but it certainly made the difference on the day. The simple act of sharing a meal together made all the difference. Of course I know this is not possible for all programs, but at least think of taking this opportunity when it comes along.

Here's what I captured in my facilitation journal.

What worked well

What	Why
Early arrival	Relaxed, not stressing re time & flights etc. Able to get to know participants. Chance to build networks. Better understanding of group & their needs. Know correct terminology, protocols, titles, pace of workshop etc.
Having dinner on the night before workshop	Better relationships developed. Better understanding of participants & challenges they face. In team situations, it was a good opportunity to see people interacting with each other
Time flexibility	A key member of the group was 20 min late for the workshop. Given their role it was vital to include them from the start. Ensured reasonable inclusiveness.
Directive style of facilitation*	Got pax back on track. Made sure that the workshop objectives were achieved. Good for referral work.
Report completed within 24 hrs	Participants can have workshop notes ready to utilise & take action. Key elements of the day still fresh in my mind.

Improvements needed

What	Why	Action
Stick to order of program wherever possible*	Means that program objectives will be delivered. Easier to check that you have covered all aspects of the program.	Clarify agenda with group at start of day Negotiate any changes. Remind them of where we are up to and what tasks are still needed.

* As the group had not been together for very long, they were keen to find out more about each others work. This is fine, but the discussion started to really eat into the workshop time. I really had to get them back on track and despite their 'status', needed to be reasonably firm about this. It worked & they were all very thankful for it

ARID jet-setters

It's been a busy start to the year for the ARID team with both Col & Andrew on the road running Adult Learning programs and facilitating a host of workshops, training programs and forums.

Here's a selection of some of the events:

- Leadership training for the Anglican Church in Port Moresby
- Community engagement forum to identify preferred options for a major highway realignment in WA
- National forum for extension officers working with small landholders
- Planning workshop with Ecotrust Australia Steering committee to develop the vision, mission, values and initial strategies for the project across Northern Australia
- Team Building workshop for Lions Community Care in Albany
- Running focus group sessions for a training needs analysis for the vegetable industry

The ARID team are continually developing our skills, testing ourselves and delivering. This means that you always get to tap in to our real life experiences!

Five ways for you & your colleagues to benefit directly from our experience:

- Sign up for one of our workshops
- Sign up for our monthly electronic newsletter (email us at Andrew@arid.com.au)
- Get a colleague to observe you in action and provide feedback
- Tell your colleagues about your experiences with ARID Group Training
- Start an action-learning set with a group of colleagues to share your own insights and learning re facilitation or adult learning

RESOURCES

To help build your skills, the ARID team recommends being ever-vigilant in the search for more resources.

(i) Extension theory and practice

The online Journal of Extension often has some excellent case studies on extension methodology and practice.

Visit www.joe.org to subscribe

(ii) Community Based Social Marketing

CBSM is an extension technique that draws heavily on research in social psychology which indicates that initiatives to promote behavior change are often most effective when they are carried out at the community level and involve direct contact with people.

Check it out at www.cbsm.com

Huff's Handy Hints

Consider keeping a journal of your facilitation events to assist my learning

Record such things as:

What worked?

What has to be improved?

When was the group really working well?

The Arid Group presents:

Making Waves

AUTUMN EDITION

MAY 2008

VOL: 1

No: 2

Welcome! To another edition of the ARID 'Making Waves' Newsletter. This is all about providing you with valuable information to reflect on and most importantly, **IMPLEMENT** in your workplace. As an ARID colleague, you'll get to soak up the hands-on experience of the ARID team regarding Adult Learning; Promotion and Marketing; Facilitation and much more.

COMING SOON...

Crash course in facilitation

Proposed venues & dates

Deniliquin	July 2nd-4th
Rutherglen	July 7th-9th
Ballarat	July 14th -16th

Designing effective events

August 26th - 27th

Location to be confirmed - Would you like one in your neighbourhood?

Facilitation 'master-class'

Bendigo July 11th

This one-day workshop will bring you together with other facilitators who are also out there practising their skills.

You'll get the chance to:

- Compare and discuss your facilitation highs & lows
- Observe new facilitation processes
- Get answers to facilitation issues that you're still unsure on
- Develop improved learning networks

STONES IN A POND

We believe our knowledge and training are like small stones thrown into a large pond.

The information we share are the stones: small dense pieces of wisdom and experience. But the effect of that information spreads effortlessly, rippling out through your day-to-day tasks.

The ripples eventually reach and envelop the entire pond's surface. We aim to achieve the same effect - with the skills and knowledge we share today benefiting you throughout your entire career.

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