

Course Description

Facilitation Skills for Trainers AMS225



Overview

Learning to develop and deliver training is a critical skill in today's business environment. It can add to your value as a manager by giving you the skills to more effectively facilitate meetings, share ideas with coworkers and associates, and more. Whether you are a trainer or not, this course will teach you how to relate to an audience and target your message for optimal results. This course will address the core competencies necessary for effective facilitation, and give participants an opportunity to use these skills in an informative role play.

Learning Objectives

- Establishing a dynamic, collaborative, and supporting learning environment
- Learn the six roles of a facilitator and explore their relevance to team effectiveness
- Examine the 15 key behaviors of a successful facilitator including their purpose, key comments, useful questions and associated tools and techniques
- Identify, understand and practice techniques to generate ideas, get involvement, make decisions, record results, deal with disagreement and close a meeting
- Practice facilitating a meeting and receiving
- Identify strategies to handle challenging situations, problem participants and tough topics
- Select and effectively use audiovisual aids
- Assess your facilitation skills against the 15 benchmark behaviors
- Develop a personal action plan for self development

Format

This course is highly interactive and adaptive to participant's interests and needs. A discussion approach is used and is accompanied by individual and team exercises. The coverage is practical but intense and designed to impart usable skills for each participant.

Duration

Two days

Who Should Attend

Trainers, managers and other professionals tasked with training, leading meetings or group learning sessions would benefit by taking this course.