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| **Facilitation Skills** |

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| ***Description*** | Facilitation Skills covers all the skills and techniques needed to work effectively with groups to deliver effective outcomes, and gain the commitment of those involved. Facilitation skills are essential whether running effective meetings, workshops, solving problems, mediating conflict or gaining consensus to a particular course of action.  This programme will give you the skills, tools and confidence needed to facilitate effectively. It is appropriate for anyone who needs to work with groups to achieve change and improve effectiveness. |
| ***Target audience*** | - Teachers of all age groups and specialities.  - Professionals involved in educational institutions and organisations (School Principals, Heads of Department, Counsellors, Advisers, Inspectors, Career Officers and other professionals working to organisations that wish to establish a Staff Mentoring programme). |
| ***Preparation*** | **Preparation**  Prior to the start of the course, participants will receive a detailed programme outlining the content and structure of the course, as well as recommended reading and viewing material relevant to the course contents. They will also receive practical information about Wolverhampton, including maps, places of interest and accommodation. |
| ***Objectives*** | By the end of the course you will be able to:   * Understand the role of the facilitator and when to use facilitation * Understand the different approaches to facilitation * Be aware of the key attitudes and behaviours needed for effective facilitation * Have reviewed and practised the basic skills needed to facilitate effectively * Understand the importance of team dynamics in facilitation * Be familiar with the key tools and techniques that can be used in facilitation |
| ***Methodology*** | The course is of a practical, dynamic nature enabling participants to learn confidently and offering practical exercises to fully integrate techniques and strategies. The practical nature will enable students to develop the background knowledge and understanding of the development of a facilitation skills for your organisation. |
| ***Cost of the course*** | **Enrolment Fee: 490 Euros**  Course Price includes:  Registration Fee and tuition for the 7 day course (30 hours training and 25 hours of socio-cultural activities and practical assignments tasks to do after the course)**,** Course Material, Certificate of Attendance, dossier with information material about Wolverhampton/Birmingham, City Guided Tour and entrance to Wolverhampton/Birmingham Art Gallery. |

**Programme**

**Course: Facilitation Skills**

**Place:** Wolverhampton/Birmingham, United Kingdom

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| **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** | **Day 7** |
| **AM**  **09.00**  **to**  **12.00** | **Arrival** | Participant Presentations | Understanding approaches to facilitation  Self assessment inventory  Self assessment inventory  Authoritative v facilitative approaches  Practical exercises in groups, discussions and comments. | The basic skills  Observation, listening and questioning  Practical exercises in groups, discussions and comments. | Understanding team dynamics  Factors influencing team effectiveness  Task versus process  Team development and team roles  Practical exercises in groups, discussions and comments. | The facilitator’s toolkit  Tools and techniques for effective facilitation  Practical exercises in groups, discussions and comments. | Discussion and development of strategies to implement what has been learnt this week into individual’s educational establishments |
| Expectations and needs for the course |
| Discussion of general objectives of the course |
| Open discussion to clarify doubts, answer queries and assist participants |
| Evaluation |
| Certificates |
| **PM**  **12 to**  **12.30** |  | Lunch break | Lunch break | Lunch break | Lunch break | Lunch break | - Farewell (before lunch time) |
| **12.30 tp**  **3.30** | Welcome | Introduction to Facilitation.  What is facilitation?  Why use a facilitator?  Clarifying expectations and outcomes  Practical exercises in groups, discussions and comments. | Understanding approaches to facilitation  Key attitudes and behaviours for effective facilitation  Practical exercises in groups, discussions and comments. | The basic skills  Giving and receiving effective feedback  Practical exercises in groups, discussions and comments. | Understanding team dynamics  Team development and team roles  Practical exercises in groups, discussions and comments. | Debrief on morning session and action planning  Practical exercises in groups, discussions and comments. | **Departure** |
| Registration and hand-out of materials |
| Ice breaking |
| Course overview |
| **3.30**  **6.30** |  | Cultural activities  Dinner | Cultural activities  Dinner | Cultural activities  Dinner | Cultural activities  Dinner | Cultural activities  Dinner |  |