

FACILITATING WITH IMPACT

LEARNING FORMATS: CLASSROOM (ONSITE ONLY)

You need effective facilitators to help your workforce and leaders develop the skills they need as a means to help your organization achieve bottom-line results.

Facilitating with Impact will help anyone responsible for fostering learning in others. Participants learn to clearly convey information and ideas in a manner that engages the audience and helps them understand and retain the content. These skills can be applied to any topic requiring training.

DO YOU FACE ANY OF THESE ISSUES?

- > Are you realizing results from your training sessions?
- > Does everyone responsible for training others have the key skills and behaviors that ensure success in the classroom?

PERFORMANCE OBJECTIVES

Helps trainers:

- > Demonstrate the competencies required for successful facilitation.
- > Understand Adult Learning Facts and their impact on preparation and delivery of training.
- > Recognize the difference between presenting and facilitating.

PRIMARY COMPETENCY DEVELOPED

- > Facilitation of Learning
- > Communicating with Impact

SECONDARY COMPETENCY DEVELOPED

- > Formal Presentation

WORKSHOP OVERVIEW

Prior to attending the workshop, participants receive course prep (pre-work) that focuses on the important role of the facilitator; the essential dimensions (competencies), behaviors, and skills needed to become an effective facilitator; and awareness of individual learning preferences. Participants receive a learning journal to capture their insights and ideas throughout the workshop.

- > Participants review adult learning facts and are introduced to different learning modalities.
- > Participants review general presentation skills including the importance of voice, body, humor, stories and visuals. They also practice these skills.
- > Participants learn to identify the difference between presentation and facilitation and become aware of the importance of what they say and do as facilitators.
- > Participants learn the description of an effective facilitator and are actively involved in creatively presenting this description to the group.
- > Participants review the three main responsibilities of an effective facilitator.
- > Participants further review the five competencies for successful facilitation and their key actions/knowledge areas, including STAR feedback.

WORKSHOP DETAILS

- > **Target audience:** Anyone responsible for fostering learning in others, including experienced trainers, frontline supervisors, and team leaders.
- > **State-Fundable:** Yes (onsite).
- > **Course length:** Three hours. Additional **one-hour** boosters may be added:
 - Making your session interactive
 - Using questions to facilitate discussions
 - Handling difficult situations
 - Facilitating virtual classrooms
- > **Facilitator Certification:** Certified facilitator required.
- > **Prerequisites:** None.
- > **Optimal group size:** 8 to 16. 20 maximum.
- > **Course Prep:** Yes. 30 minutes.
- > **Notes:** Suitable for all environments.

OTHER COURSES TO CONSIDER

- > Developing Yourself & Others
- > Making Meetings Work
- > Reinforcing Leadership Development