

## 4.0 GROUP FACILITATION WORKSHOP (Beginner and Advanced)

### OBJECTIVES

By the end of this workshop, participants will have gained greater confidence and competence in individual and collective facilitation skills and techniques. Two-thirds of workshop time will be spent hands-on doing practical facilitation work. All participants get an opportunity to practice facilitating.

- a. Define and demonstrate the facilitator's role and responsibilities.
- b. Describe and work through the 4 phases of a group facilitation.
- c. Confidently assess group needs and apply at least 5 different types of facilitation interventions.
- d. Assess and intervene on group dynamics and stage of team development to improve a group's functioning.
- e. Manage and leverage diverse points of view and communication styles to ensure group effectiveness.
- f. Manage and positively cope while working with Senior Management teams.
- g. Be conscious and aware of the impact facilitators have on the group.
- h. Plan, design and develop an agenda for at least one facilitated event.
- i. Learn to facilitate 'off the cuff' when required and manage stepping in and out of facilitator role.
- j. Learn at least 10 facilitator techniques to guide a group's process and task.
- k. Use contracting as a way to manage expectations and differentiate between assumed and true needs.
- l. Learn the steps and tools associated with effective meetings.
- m. Practice, practice, practice with lots of feedback from OTM and peers.

### DELIVERY OPTIONS

*\* No less than three-days in length with no more than 16 participants per two OTM instructors per workshop due to the hands-on nature of the workshop.*

This workshop:

- Involves pre-work assignments and leaving with a completed design and agenda for upcoming facilitation.
- Requires delegates to bring in a real facilitation meeting/event they are currently working on...
- Has proven highly beneficial for facilitation teams to attend together. The benefits of addressing facilitation issues together, gaining a common understanding and frameworks, completing common plans, agendas and designs will propel projects forward and increase their chances of proving successful.