

Facilitation Skills



OVERALL OBJECTIVE

The **Facilitation Skills** Module aims to equip participants with the ability to prepare for and effectively facilitate workshops and team sessions, handle resistance and group dynamics, and work towards a desired outcome for the group.

OUTCOMES

The participants will be able to:

- Improve their facilitation skills
- Prepare for a facilitation session
- Handle resistance and ensure full participation
- Present themselves professionally and credibly
- Understand the difference between chairing and facilitation
- Achieve a desired outcome with the support of all team members
- Listen and guide the process of the discussion towards a desired outcome

CONTENT

- Analyze the team
 - Stages of team development
 - Roles people play
 - Group dynamics
- Listen effectively
- Present information clearly
- Evaluate your facilitator style
- Establish norms in your team
- Handle icebreakers effectively
- Achieve results through the team
- Build a desired cohesive team culture
- Create the atmosphere and relationships conducive to team cooperation
- Overcome resistance by fostering participation and by handling the games people play effectively