

Soft Skills: Facilitation Skills

Program Overview

Facilitation is often referred to as the new cornerstone of management philosophy. With its focus on fairness and creating an easy decision making process, facilitation can help any organization make better decisions. This workshop will give participants an understanding of what facilitation is all about, as well as some tools that they can use to facilitate small meetings.

Program outline

<p>Module One: Getting Started Icebreaker Ground rules The parking lot Workshop objectives Action plans and evaluation forms</p> <p>Module Two: Understanding Facilitation What is Facilitation? What is a Facilitator? When is Facilitation Appropriate?</p> <p>Module Three: Process vs. Content About Process About Content A Facilitator's Focus</p> <p>Module Four: Laying the Groundwork Choosing a Facilitated Approach Planning for a Facilitated Meeting Collecting Data</p>	<p>Module Five: Tuckman and Jensen's Model of Team Development Stage One: Forming Stage Two: Storming Stage Three: Norming Stage Four: Performing</p> <p>Module Six: Building Consensus Encouraging Participation Gathering Information Presenting Information Synthesizing and Summarizing</p> <p>Module Seven: Reaching a Decision Point Identifying the Options Creating a Short List Choosing a Solution Using the Multi-Option Technique</p> <p>Module Eight: Dealing with Difficult People Addressing Disruptions Common Types of Difficult People and How to Handle Them Helping the Group Resolve Issues on Their Own</p>	<p>Module Nine: Addressing Group Dysfunction Using Ground Rules to Prevent Dysfunction Restating and Reframing Issues Getting People Back on Track</p> <p>Module Ten: About Intervention Why Intervention May Be Necessary When to Intervene Levels of Intervention</p> <p>Module Eleven: Intervention Techniques Using Your Processes Boomerang it Back ICE It: Identity, Check for agreement, Evaluate how to Resolve</p> <p>Module Twelve: Wrapping Up Words from the Wise Review of Parking Lot Lessons Learned Completion of Action Plans and Evaluations</p>
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Benefits of the Program

The person can understand the importance of facilitation in real-time organizational environment. By undergoing this workshop, they can make more favorable and better decisions.

How can I take this course?

Since we want to make people's life much easier; this course is available online. There is no waiting time. Call us and take the course at the comfort of your home and at your own time. The workshops are arranged across major cities world-wide. For more information about updated course schedule on workshops and dates; keep regularly visiting the schedule update our site.

Costs to take this course

The costs associated with the course depend upon whether you would like to take online course or attend physical workshops. If you want to know about current course costs please give us a call or write at customercare@myuaeonlinetrainings.com or download the latest price list from <http://www.myuaeonlinetrainings.com/pricelist.pdf>

Time required for completing this course

You would be able to complete this course in 7 days to 3 months if you take this course online. It also depends upon how much time you spend on studying the course materials.

This can be a two full day workshop if you take this program as instructor led full day program.

MISP Advantage

- We completely understand training requirements as we have over years of training experience.
- This has helped us discover more advanced methodical and strategic plans to train people and achieve their goals.
- We have 360 degree view of the customer requirement and provide effective solutions.
- We understand our clients and thus have compiled and consolidated all trainings to suit their requirements in more realistic approach.
- Our online system allows you to review and grade your progress, combined by telephonic Consultation, face to face meetings and weekly workshops.
- With our online system; people do not need to waste their precious time and they can access our training program round the clock 24x7.
- Our objective and goal is to see our clients achieve the desired goals and progress. We commit to extend all support to achieve the collective goals.
- You can reach our helpdesk and an education advisor will call to resolve your query.
- We track you throughout the process until we see you certified.

Mission Statement

MISP Trainings we are focused by relentless efforts on our seven core fundamentals. We constantly work to implement the critical initiatives required to meet our vision what we strive to achieve every day. During this journey, we deliver operational excellence, exceed our commitments and keep every client on 360 degree satisfaction level. We strive to be the best for our customers, employees, shareholders and all those who are associated with us.

Vision Statement

MISP Trainings aligns people and organizations towards their goals - whether in business, education, Innovation, research, individual growth, overall organization development; it is enabling individuals and organizations to achieve their goals. We translate advanced thought processes into values for our customers through our world class solutions, services and consulting businesses globally.