

THE PROFESSIONAL FACILITATOR

LEARN HOW TO MAKE GROUP MEETINGS AND TRAINING FLOW EASY



Facilitation is all about making things easy. If you have ever been tasked with leading a training course, running a programme or chairing a meeting, you will know all too well, that trying to manage an agenda, as well as participants can be a challenge.

The programme takes an in-depth look at the techniques of effective facilitation – what is happening, when, and how you handle it.

The course is based on the concept of the Facilitation Cycle, breaking each stage of the cycle down into detail. It aims to improve the skills and confidence of those who facilitate group training sessions or meetings as part of their personal and professional lives.

From fielding difficult questions that can leave you exposed, to handling emotions of people, The Professional Facilitator gives you the skills and confidence to tackle just about anything.



2 day duration

For anyone who wants to improve their knowledge of group dynamics and their skills in managing different types of people, meetings and training programmes

For more information, visit
www.tacktmimalaysia.com or call us at +603 –
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LEARNING OUTCOMES:

- Identify the relationship and difference between task and process, facilitation, coaching and training
- Examine the barriers to effective facilitation
- List the key skills and behaviours of an effective facilitator and personal areas of strength and development
- Explain the 4 phases of the Facilitation Cycle and its process
- Identify the key skills of effective facilitators
- Use the Facilitation Observation Aid to observe and coach co-facilitators
- Demonstrate the ability to facilitate a group session
- ...and many more



WE BELIEVE IN THE INDIVIDUAL

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