

Facilitator Training



Introduction

This course has been created to address the specific requirements of facilitators. Facilitators are not necessarily content experts, but instead need to be skilled in group processes and helping groups achieve goals. The course addresses these specific issues and consists of three intensive and interactive units.

Objectives

- Recognise the different learning styles and adapt your training accordingly
- Plan and design to gain commitment and enthusiasm
- Recognise and use the main components of effective facilitation
- Ensure a successful conclusion

Content

The sessions are as follows:

Unit 1 How We Learn

Four Stages of Learning
Learning Styles

Unit 2 Effective Facilitation

Creating the Right Atmosphere
Using Aids and Resources
Encouraging Discussion
Asking and Dealing with Questions
Dealing with Difficult People
Dealing with Difficult Dynamics
Ensuring a Successful Conclusion

Unit 3 Planning

Creating Outcome-based Agendas

Unit 4 Micro-facilitation (optional)

This unit (available on the 2-day course) allows candidates to practice and demonstrate their facilitator skills by delivering a 10/15 minute micro session.

Group Size: up to 8

Duration: 1 or 2 days (9:30am to 4:40pm)

Gary Bedingfield is a fully qualified further education trainer with 20 years' industry experience and a passion for helping people reach their full potential. He started his own business, Gary Bedingfield Training, in 2009, and delivers trainer training, staff development, employability skills, IT and personal development to clients across the UK including NHS Scotland, CBRE, BP and many local councils.

What You Need to Bring to Facilitator Training

More than anything, I ask you to bring an open mind so we can explore all the opportunities available to you in a facilitation environment. Don't worry about the amount of previous experience you have as a facilitator because this course will cover all you need to know. And for those with more experience it will help you see ways in which you can become a better, more effective trainer.

On Day 2, I'm going to ask each of you to facilitate a short (15 minutes) micro session on a subject of your choice. It doesn't have to be work related and we will discuss this in more detail on Day 1, but it would be a good idea to think of a subject in advance.

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