

Critical Facilitation Skills for Leaders | 2 Days

An effective leader harnesses the diverse strengths of the team to maximize performance. Successfully mastering critical facilitation skills and applying them deftly can help drive these results. In this course, you will learn how to develop and apply facilitation techniques to support your team at every stage of the team life cycle. You will enhance your interpersonal competencies and observational abilities to deal effectively with disruptions and dysfunctions, and guide groups to reach consensus and achieve results.

WHO SHOULD ATTEND:

Leaders and professionals who manage teams or groups and are responsible for their outcomes.

JOB ROLES:

Personal Development
Leader of Teams/Projects
Leader of Managers/Departments
Leader of Organizational Strategy

OBJECTIVES:

- Apply techniques to encourage participation and reach consensus
- Utilize facilitative questioning techniques
- Recognize indicators to facilitate each stage of the team process
- Deal constructively with disruptions and typical problem behavior
- Implement interventions appropriately
- Plan and run a focused discussion, meeting or event

COURSE OUTLINE:

The Importance of Facilitation

Being an Effective Facilitator
Harnessing Knowledge, Experience, and Diversity
Encouraging Group Motivation and Commitment
Observing the Team Process

Facilitating Process and Content

Identifying Process and Content Elements
Managing the Flow
Resolving Tensions and Disagreement

Setting the Stage for Facilitation

Laying the Groundwork,
Educating Participants, and Securing Support
Selecting the Right Facilitator
Planning for a Facilitated Meeting

Facilitating Team Development

Encouraging Participation
Recognizing Stages in the Team Life Cycle
Supporting the Team through the Stages

Building Consensus and Reaching Decisions

Gathering and Presenting Data
Synthesizing and Summarizing
Identifying Options and Brainstorming
Facilitating SWOT Analysis
Creating a Short List
Using the Multi-Option Technique

Disruptions, Dysfunctions and Interventions

Handling Disruptions and Difficult Behavior
Addressing Dysfunction
Agreeing on Ground Rules
Restating and Reframing
Selecting a Method of Intervention
Getting Back on Track

We Ensure Personal & Professional Growth Through:



TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,
Personal & Team Assessments, Tools & Templates.