

Interpersonal Skills.

## Facilitation Skills.

### Overview.

rogenSi's Facilitation Skills program combines pre-planning, preparation, group process skills, conflict resolution, action planning and troubleshooting. This program is designed for leaders and anyone who has a regular role in meetings and group based sessions (quality, strategic planning, visioning, functional meetings, leadership etc). Participants will learn the theory, practice the skills, acquire the confidence necessary to run effective meetings and facilitate group outcomes.

### Challenges addressed.

- Ineffective meetings
- Group sessions that go nowhere
- Creating teams and teamwork
- Achieving 'buy-in' for essential company initiatives
- All internal discussions
- Facilitating client/key account initiatives

### Key components.

- Understanding facilitation
- Planning and structuring facilitated seminars
- Knowing your participants
- Creating participation.
- Facilitating conflict.
- Effective decision making.
- Meeting management.
- Group process tools and process designs.

### Outcomes.

- Have a comprehensive understanding of the dynamics of facilitation and knowledge of the various stages that participants move through
- Acquire the ability to identify and deal with various audiences and difficult individuals, including tools and techniques for managing conflict
- Have a 'tool kit' of skills, techniques and processes to take groups through a facilitation experience that will result in superior business outcomes
- Be able to add-value to any group process/meeting, avoiding ineffective time wasting sessions that go nowhere
- Enhance their profile by being seen as a confident, capable, and professional facilitator.

### Duration.

2 days.