

## What's Included...

### FACILITATION Skills & Strategies Workshop

#### Workshop Outline

##### DAY 1

###### Module 1: Characteristics of Highly Effective Workshops

*Think about the best workshops you've ever participated in and explore what made them highly effective.*

###### Module 2: Facilitation Skills and Strategies Overview

*Gain an overview of the key facilitation skills and strategies used by professional facilitators. Find out why they work and how to make them your own.*

###### Module 3: Top Ten (10) Facilitation Skills

*Explore the top ten facilitation skills, see them demonstrated, and then try them out for yourself.*

###### Module 4: Facilitation Strategies

*Explore over fifty facilitation strategies to make your training sessions even more dynamic.*

##### DAY 2

###### Module 5: Facilitation Preparation

*Get ready to practice a facilitation assignment.*

###### Module 6: Facilitation Practice & Feedback

*Try out the facilitation skills and strategies and receive personalized verbal and written feedback.*

###### Module 7: Learning Impact & Sustainment

*Discover ways to make sure your training sessions have high, on-going learning impact.*

## Who We Are...

Founded in 1982, **Learnware Design Inc.** is a Canadian-owned learning design and consulting firm providing clients with custom-designed and fully documented learning systems and solutions which positively impact bottom-line results. As consultants we have particular expertise in well researched, custom-designed and expertly executed learning design. We have the expertise to take complex facts, concepts, processes and procedures and make them easy to learn and apply.

**intentional LEARNING** is the product division of Learnware Design Inc., dedicated to offering learning performance products for 'Leveraging Learning'.

#### Workshops

- LEARNING Skills & Strategies Workshop (one day)
- LEARNING Competency Architecture Workshop for Training and Development Professionals (two days)
- FACILITATION Skills & Strategies Workshop (two days)

#### Books and Resources

- *information DISCOVERY* – New Employee Orientation Program (Implementer's Instructions, Manager's Guide and New Employee's Kit)

#### Coaching

- LEARNING Skills & Strategies Coaching
- FACILITATION Skills & Strategies Coaching

## Contact Information...



E-mail: [learnwaredesign@rogers.com](mailto:learnwaredesign@rogers.com)

Web: [www.learnwaredesign.com](http://www.learnwaredesign.com)

Phone: 905.771.9756

Mail: **Learnware Design Inc.**  
282 Valleymede Drive  
Richmond Hill, ON L4B 2C6



## FACILITATION Skills & Strategies

Two Days

Classroom Workshop



# FACILITATION *Skills & Strategies*

## Workshop

### Who Should Attend?

- New facilitators who need to successfully facilitate an upcoming workshop and/or web-based synchronous session.
- Training and line managers who are responsible for implementing and evaluating the quality of facilitated learning.
- More experienced facilitators needing a systematic approach to facilitation.

### What Is It About?

Facilitating is a skill just like any other skill! The primary way to learn a skill is through observation, practice and feedback. To help you gain confidence and reduce any anxiety you may have about facilitating, you will experience effective facilitation and then practice using the facilitation skills and strategies in a safe environment.

The overall purpose of the workshop is to demystify the facilitation process so you will quickly build and enhance your repertoire of professional facilitation skills and strategies through personalized practice and coaching.

*This workshop is based on the Canadian Society for Training and Development's (CSTD) Training Competency Architecture (TCA) and Toolkit, created by Learnware Design Inc.*

### What Are The Benefits?

**By the end of the workshop you will be able to:**

- Gain confidence and feel good about facilitating.
- Recognize the difference between facilitating learning content and learning process.
- Develop key facilitation skills to ensure the success of your participants' learning experience.
- Use facilitation strategies that reinforce key learning points and evaluate your participants' understanding of what they're learning.
- Apply the **FACILITATION Skills & Strategies** Model to your training session delivery.
- Practice using the top ten facilitation skills.
- Receive both verbal and written feedback and personalized coaching.
- Practice handling disruptive participant behaviours.
- Identify ways to make sure you receive high participant workshop evaluation ratings.

### Materials

You will receive the following materials:

- FACILITATION Skills & Strategies Workbook
- FACILITATION Skills & Strategies Guide - Classroom and Web-Based Synchronous (140 pages)

### Dates, Location & Cost

Look online at [www.learnwaredesign.com](http://www.learnwaredesign.com) for current information about upcoming workshop dates, locations, and cost.

**Call 905-771-9756** or e-mail to book onsite workshops at your organization, customized for your specific 'facilitation team' needs.

### Registration & Payment



- Register online at [www.learnwaredesign.com](http://www.learnwaredesign.com)
- Call 905-771-9756
- E-mail: [learnwaredesign@rogers.com](mailto:learnwaredesign@rogers.com)

**Payment is required to confirm registration. Cancellations will be accepted up to five (5) business working days before the workshop. A \$75 cancellation fee will apply for cancellations less than five (5) business working days.**

Cheques are to be made payable to **Learnware Design Inc.**  
Pay online using VISA or MasterCard.