



2 DAYS FACILITATION SKILLS for Trainers and Leaders

 **2-3 September 2024**

 **CeDR Corporate Consulting**

Who Should Attend:

Anyone who needs to plan and lead meetings and discussions with staff, teams, or special interest, and stakeholder groups.

Training Approach:

During this workshop, we keep theory to a minimum. Practical approaches and different facilitation techniques will be demonstrated.

Overview

This program has been designed to give the participants the experience and practice a variety of facilitation techniques to strengthen their ability to plan and execute effective, engaging events, meetings and discussions that encourage active participant involvement.

The role of the facilitator is to organize, guide, and manage a group discussion or event to ensure that the group's objectives are met effectively, with clear objectives and engaging activities. Participants will practice a sampling of facilitation techniques and will have the opportunity to create an agenda, and practice a facilitation session for an upcoming event or meeting.

During the workshop, the participants will be involved in practical applications which includes chairing a team meeting, root cause analysis, decision making, critical and creative thinking and coaching.

What Participants Can Expect To Learn:

In learning facilitation skills, you will:

- Understand the power of facilitation
- Learn different facilitation techniques for group engagement and brainstorming
- Investigate different methods for narrowing down options and making final decisions
- Develop strategies for reducing resistance and encouraging participation
- Gain a clearer understanding of group dynamics and motivators
- Improve your listening and empathy skills and application of thinking skills.

COURSE OUTLINE

FACILITATION

- Benefits of facilitation
- Managing the process
- Skills of a facilitator
- The Socratic Method
- Pump up their energy

RUNNING A MEETING / DISCUSSION

- Planning the meeting / discussion
- The "Big Six Process"
- Skills of the "Big Six Process"
- Managing awkward situations
- Inspiring team members

ROOT CAUSE ANALYSIS

- Getting participation
- Clarity of problem
- 2 techniques to obtain root causes
- Choosing the top issues

DECISION MAKING

- Getting commitment
- Affirm Desired Result
- 2 techniques to generate options
- Grid technique to decide on best solution

CRITICAL THINKING

- The power of challenging questions
- Closed and open ended questions
- Lead with the "6 Best Friends"
- Converging vs Diverging

CREATIVE THINKING

- Setting creative juices on fire
- Brainstorming without bullet points
- 3 techniques for free flow of ideas
- Tapping on collective wisdom
- Rules vs No Rules

COACHING

- Aligning purpose and core values
- Guiding thinking and focus
- Leading to desired results
- Power questions moving forward
- People with potential get out of comfort zone

PROGRAM FEE:

RM 1,200
+ 8% SST

Administrative details:

1. **Venue:** CeDR Corporate Consulting Sdn Bhd or Online Via Zoom (*Visit our website www.cedr.com.my for the public program scheduled date.*)
2. To register, contact us at 03-33447310 or lgrouplearning@cedr.com.my
3. This program can be customised and conducted as in-house either online or face to face. It can be conducted in both English or BM (*based on the proficiency of the participants*).

**COMPETENCY
DEVELOPMENT
IS ALL WE DO.**