

## The Facilitator's Toolkit (2 days)

***The Facilitator's Toolkit** is a short course that will refresh the basics of facilitator style and provide you with new ways and confidence to lead groups and teams. It is designed for those who want to consolidate, broaden and enliven their style of facilitation. Whilst you will be provided with facilitation models, tools and tips, we recognise that the greatest resource you bring to groups is yourself and the impact that you have in engaging, leading and developing others.*

### About the course

In this two day workshop you will explore your role as group facilitator with particular attention to skills practice and awareness building in the live group setting.

We will introduce you to **Dimensions of Facilitator Style**, a practical toolkit designed to equip you with the confidence and skill to effectively handle group processes and group tasks, paying attention to structure and interventions before, during and after an event. You will learn how to direct and guide groups hierarchically, and to work in cooperative and autonomous ways too, as appropriate. You will be encouraged to become aware of your own skills, experience, personality and preferences, and use and flex your facilitator style with self-awareness, authority and personal presence. The topic of Group Dynamics is introduced in the context of choosing an appropriate facilitation style and approach.

### Course Content

This is an introductory course in facilitation, *but* it is not basic. If you are looking for a core facilitation model, and are keen to develop your personal style - then this is for you. Practical skills will include:

- Planning and structuring a facilitated session
- Contracting, setting and managing expectations
- Being a catalyst for learning and development – moving things forward
- Handling emotions, particularly where they hinder group effectiveness
- Challenging and confronting limiting behaviours and attitudes
- Working with the prevailing group dynamics to create positive outcomes

### Who is this for?

Typically, people who attend **The Facilitator's Toolkit** are:

- working as a consultant, change agent, trainer to a client organisation
- working within an organisation as a change agent, group/team leader, manager or project manager
- in chairing roles at meetings with developmental purpose (be that business, charity or education)
- occasionally called upon to facilitate groups, meetings and teams
- embarking upon a career in facilitation

### Method

At AoF we are committed to experiential learning and reflective practice. So you will be working in a small group of up to 12 participants, and with smaller sub groups for skills practice and peer review. Activities will include, theory input, practical activities, group discussion, practice sessions, feedback, and self & peer assessment.

### Accreditation

This course counts towards becoming an Accredited Facilitator with the Association of Facilitators, and towards the Foundations, Certificate and Diploma Programmes in Facilitation Skills.

### Related Courses

Group Dynamics

Foundations in Facilitation Skills