

Facilitation 4 Results

Instructor-led Course Syllabus

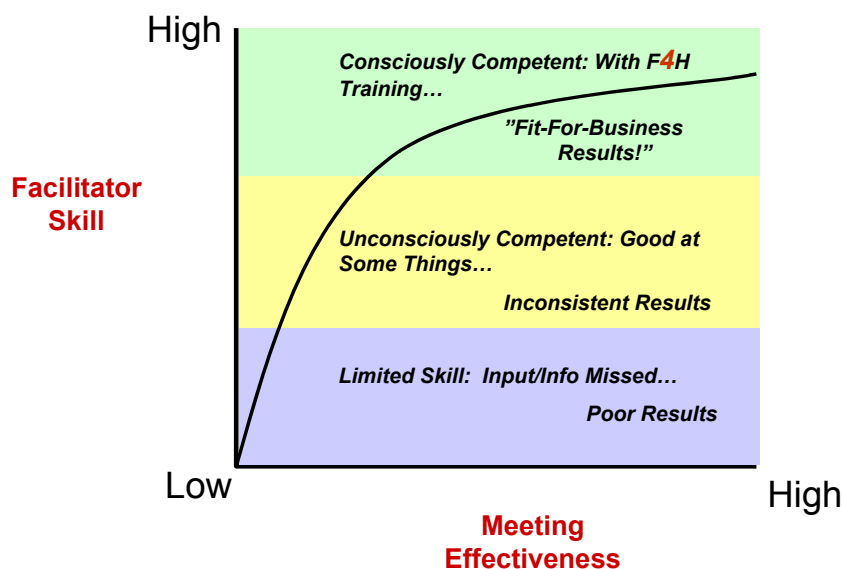
Introduction

Meetings are the way organizations get work done and decisions made. In today's lean organizations it's crucial that meetings are productive. But good meetings don't just happen; Leaders with outstanding facilitation and collaborative skills are the key to making meetings work.

The course Facilitation 4 Results demystifies the "art" of facilitation with common-sense skills and processes students can immediately use as they continue to hone their competencies.

We offer a core competency-based curriculum mapped to the International Association of Facilitators' requirements for professional certification, giving participants the skills they need to facilitate in their business environment, and manage their own continual improvement.

Meeting Effectiveness Model



Course Objectives

In Facilitation 4 Results, the participant will ...

- Understand how to interface with Meeting Sponsors, that person or persons for whom the meeting output is most important
- Understand the role of the neutral facilitator in collaborative group environments.
- Learn key facilitation techniques and processes such as consensus-building, conflict management and decision-making.
- Learn how to avoid common facilitation pitfalls.
- Practice and receive feedback on facilitation techniques.
- Be prepared to pursue professional IAF certification.



Course Content

Facilitator Roles And Responsibilities	Information Gathering Techniques	Guerilla Facilitation
The Facilitator’s Toolkit	Handling Conflicts	Setting Up The Session
Keeping Meetings Focused	Designing The Meeting Roadmap	Refining Your Facilitation Style
Building The Right Agenda	Facilitating Large Groups	Capturing Information In Real-time
Building Consensus	Action Planning	Keeping Difficult People Productive
Working With Meeting Sponsors	Communication Planning	Questioning Techniques
	Managing Yourself	Energizing Groups

Course Methodology

Our instructors teach with high energy and a highly interactive style, maximizing the student’s experience through the application of sound adult learning techniques. Each session is customized based on the specific needs of the participants to speed the process of translating general facilitation techniques into applied facilitation capability. Course methodology includes:

- Surfacing and incorporating participants’ personal objectives for the course
- A “building block” approach to teaching related facilitation skills
- Opportunities for collaborative learning through small group practice sessions.
- Feedback and coaching around individual learning needs
- Opportunities for isolating and practicing specific core competencies related to IAF certification
- Identifying “aha’s” and personal development strategies
- Providing samples, templates, and facilitation guides as take-aways

Instructors

The course was developed and is taught by IAF-certified professional facilitators (CPFs) who are also highly experienced trainers. The course is taught *only* by CPFs. The course can be licensed by organizations that wish to offer a customized in-house version of the class taught by their own facilitator/trainers who are certified by Facilitator4hire as instructors after they have achieved CPF status.

Course Duration:	Three Days
Times:	8:30 AM – 5:00 PM
Maximum Students/Class:	16
Materials Provided:	Course Manual, and Facilitator’s Field Guide
Discounts:	15% Discount for Government/Non-profit organizations



Course Outline

1. Getting Ready The Session

Client Relationship Management
 Working With Sponsors
 Session Purpose, Deliverables
 Session Plan
 Participant Needs, Goals
 Planning Appropriate Group Processes
 Session Environment

2. Framing Focus

Clear Methods for Starting a Meeting
 Prepare the Room
 The Facilitator's Bag
 How to start the Group
 Using Organizational Tools

3. Facilitating Results

Questioning-The Most Important Tool
 Gathering Participant Responses
 Decision-making
 Accurate Documenting
 Keeping Difficult People Productive
 Resolving Conflicts
 Bringing Participants to Consensus
 Taking Care of You

4. Planning Action

Walk the Walls for Review
 Process Parking Lot
 Process Personal Objectives
 Action Planning
 Communications Planning
 Evaluate the Meeting

Prerequisites

This course is appropriate for project leaders, supervisors and managers at all levels of an organization who must run effective meetings that generate results. No previous facilitation experience is required.

Pricing

Private Classes

Course Length	Cost (Up to 16 Participants)	Additional Participants
½ Day	\$3000	\$150/student
1 Day	\$4000	\$150/student
2 Day	\$7000	\$150/student
3 Day	\$10,000	\$150/student
4 Day	\$13,000	\$200/student
5 Day	\$15,000	\$200/student

Public Classes

Course Length	Cost (Up to 16 participants)	
1 Day	\$495	
2 Days	\$795	
3 Days	\$1095	

Additional Course Materials: \$150.00/person

Cancellation Policy for Private Classes: Classes must be cancelled 30 days prior in order to avoid a \$1000.00 cancellation fee.

Cancellation Policy for Public Class Registration: Registration fees are non-refundable. Non-refunded fees may be applied to another class.

Public Class Cancellation Policy: We will cancel unprofitable public classes two weeks and two days prior to class. Please purchase plane tickets at two weeks to avoid non-refundable tickets.

For information on public or private class schedules, contact

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