

## Summary:

Increasingly HR professionals need to engage, influence and facilitate meetings, groups and conferences, both within HR and with line managers. The target group and the aim of the facilitation often varies and might include facilitating managers in business/people discussions, running focus groups, project meetings, managing the impact of change and engaging and involving staff in HR plans. The workshop aims to equip participants with the underpinning theory of facilitation techniques, group dynamics and processes. These will then be used to focus on real challenges and scenarios, using the facilitation 'toolkit' in practical situations to maximise impact and build confidence and skill as a facilitator.

## This Workshop Will Enable You To:

- Understand the role of the facilitator, the skills required, opportunities for facilitation and key benefits
- Understand your own facilitation style and strengths
- Work with a facilitator's toolkit to plan, organise, deliver and review facilitated meetings
- Explore how individuals behave in groups and group process analysis
- Learn key techniques and practise tools for facilitating small group meetings
- Review options and key techniques for facilitating large groups
- Explore specific facilitation challenges you have encountered and might expect in the future
- Practice facilitation within the group, receiving feedback and further developing skills
- Identify an opportunity where you will apply your learning back in the workplace

## Contents Will Include:

- Defining what we mean by facilitation, how it differs from other techniques
- Review facilitation experience – good and bad, both as a facilitator and being facilitated
- Roles in facilitation – managing both the process and the people
- Tools and techniques
- Practical exercises and practice sessions
- Convergent and divergent techniques
- Clinic – difficult people and situations and how to address them
- Large group processes – case studies
- Working on facilitation assignments, transferring learning

## Workshop Details:

The price is £950 + VAT (1127 Euros) per person. Discounts are available for multiple bookings.

To book your place, please email [Karen.Morrison@develop-global.com](mailto:Karen.Morrison@develop-global.com), and for more information, please call Shirley on +44(0)7740 737739.