

## Facilitation Skills Workshop

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### Target Audience

This course is designed for new or inexperienced facilitators. It is applicable for all instructor-led training classes.

### Course Time

Course time is 4 hours of interactive instruction and learner participation. An optional online follow-up module is included.

### Course Overview

The Facilitation Skills Workshop provides a strong foundation for training instructors to deliver course content and materials in a meaningful and engaging way for their learners. This course utilizes and demonstrates the actual tools and skills it seeks to encourage in the facilitators. Students will not only learn course content, but will see it in action and experience the results themselves.

Through a series of structured learning modules and hands on exercises the students will be guided through a variety of adult learning principles and be given the opportunity to practice utilizing them. This combination of learning and doing will reinforce the course objectives and provide confidence for the students.

Emphasis is given to the practical application of facilitation skills. Students learn the importance of not only delivering accurate content, but ensuring their students are engaged and grasping the material. The goal is to sharpen and polish the skills of facilitators who will in turn fully equip their students to perform their jobs safely and efficiently.

At the end of the workshop, students will complete a brief evaluation to demonstrate their understanding of the course. In addition, they will be provided with a link to an online follow-up module. This optional module can be accessed once the facilitator has completed their first training class. Upon successful completion of the online follow-up module a certificate will be issued to the student.

### Learning Objectives

- Emphasize the importance of preparation
- Introduce a general understanding of adult learning principles
- Instill confidence and polish in presentation skills
- Prepare instructors to deliver excellence in facilitation

## Course Outline

### Facilitation Skills Workshop

#### ***Introduction***

General introductions and setting expectations for class

#### ***What you should know about any training***

##### **The Facilitator**

The Gap: What you say and what they hear

Verbal / Vocal / Visual

Making a first impression

4 essential ingredients for excellent facilitation

Practical exercises

##### **The Learners**

How we learn - Basics of Adult Learning Principles

Visual / Auditory / Kinesthetic

Practical exercises

#### ***How to prepare for a training class***

Preparing the learning facilitator

Preparing the learning environment

Preparing the learning materials

#### ***How to deliver a training class***

Mastering facilitation tools and skills

Creating the journey and telling the training story

The power of illustrations

Practical exercises

#### ***What to do after a training class***

How to give a quiz

Importance of training records

Value of follow up

#### ***Conclusion***

Bringing it all together

## Learning Resources

- Learner Guide for each learner
- Exercises
- Record Tracking
- Online Follow-Up Module
- Certificate