

Group Facilitation

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The nature of development assistance is changing: today's advisers and managers need to facilitate teams and groups to analyse their own situation, make effective plans for action, and start putting these into practice quickly. The promise of participative decision-making is widely recognised: creative solutions, higher commitment and decisions which are supported by the largest number of stakeholders possible. This course is designed to enable advisers and managers to realise this promise.

Facilitation is the art of managing the diversity and variety that exists in groups to produce well thought-through answers to the issues they face. Experienced facilitators have a thorough command of many different workshop methods and group skills. They are practised in guiding groups through the chaos of discussion, and help them to avoid wasting their time and energy on fruitless argument and conflict. In a well-facilitated meeting or workshop, participants focus on common issues, mutual understanding and consensus on workable solutions. They achieve results with the help of a facilitator, which would otherwise be difficult or impossible to arrive at on their own.

PARTICIPANTS

Team leaders, development workers, consultants, trainers and advisers who want to realise effective, high-quality results from participative meetings and workshops.

COURSE OBJECTIVES

This five-day course will assist you to create real added value as a workshop or team facilitator. It broadens and improves your personal interaction skills, provides insights into the underlying dynamics and techniques of participative group processes,

and offers methods and tools for different categories of participative decision-making events.

COURSE CONTENTS

You will intensively practise group interaction skills while facilitating simulated workshops and meetings, using a variety of different workshop methods and procedures. You will receive personal feedback to help strengthen and improve your skills. And you will learn effective techniques to analyse the needs of groups and subsequently to design powerful workshops and meetings to respond to these needs.

Within the course, you will be:

- made aware of your own strengths and challenges in facilitating a group;
- able to apply communication skills: when and how to use many tools for interaction, and to recognise and plan for the different phases in group decision-making;
- be made aware of different methods to gather diverse points of views, to create common understanding and to develop inclusive solutions;
- able to identify and analyse the gap that the participants need to bridge during the workshop and to choose appropriate workshop methods, instruments and tools;



- able to design and facilitate powerful meetings and workshop events;
- aware of the different roles of a facilitator, an adviser and a trainer, and your own potentials as a facilitative manager.

In addition to personal skill and competency development, the course includes information on the different kinds of participative workshops and covers a number of different methods and procedures in detail.

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FAC - COURSE OUTLINE

Monday

- The Qualities of a facilitator
- Dynamics of participative decision-making

Tuesday

- Basic Workshop Method
- Guided Dialogue
- Workshop Methods

Wednesday

- Facilitative listening skills
- Problem analysis: stakeholders

Thursday

- Problem analysis: cause-effect
- Facilitating colleagues

Friday

- Analysing needs for workshops
- Designing powerful events
- Personal Action planning

The International Association of Facilitators (IAF) has identified 6 foundational areas of competency:

1. create collaborative client relationships;
2. plan appropriate group processes;
3. create and sustain a participatory environment;
4. guide group to appropriate and useful outcomes;
5. build and maintain professional knowledge;
6. model positive professional attitude.

The MDF/BFL Group Facilitation Course contributes to development of your competencies in these areas.

The IAF further offers assessment in core facilitation competencies and possibility of certification. The Certified Professional Facilitator (CPF) designation indicates attainment of these foundational competencies. This offers clients an assurance that those who are certified are qualified to design and provide basic group facilitation services. After a period of practising facilitation one can order an application packet. For further information about the IAF and their activities all over the world: www.iaf-world.org

7 - 15 December 2005 (7 days)

19 - 23 June 2006 / 4 - 8 December 2006



This course is designed and conducted in association with Bureau Frank Little.

