

# FOUNDATIONS IN FACILITATION SKILLS

5 DAYS + COURSE WORK

**Foundations in Facilitation** is a suite of short courses totalling just 5 days, and leading to accreditation at Level 1. It is designed for those who want to consolidate, broaden and enliven their style of facilitation. The accreditation aspect is particularly suited to those who wish to chart their professional development, and who are committed to maintaining good practice. 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

### FACILITATION SKILLS AND STRATEGIES | 2 days

In this two day module 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 Modes of Authority and 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.

### GROUP DYNAMICS | 2 days

In this two day module you will explore your personal process as a group member and the direct impact that this has on your facilitator style. You will become aware of the effect that prevailing group dynamics have on you, including your attitudes, assumptions, personal triggers, and defences.

Time is given to explore the nature of projection and transference, and developing personal strategies for handling them. You will become more comfortable in handling situations as they emerge, and more aware of the subtle influence that you have on a group and vice versa. This course is designed for those who want to work at depth with groups, and for those wish to enhance their skill when managing difficult situations, raising awareness, and leading change.

### SELF AND PEER ASSESSMENT AND ACCREDITATION



| 1 day + self/peer study

Having written a detailed self assessment against the FACETS® competencies, obtained peer feedback and gathered supporting evidence, this day will consolidate your learning into a clear statement of accreditation.



## 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

Self and peer assessment is at the heart of our accreditation process and is a particular strength of AoF. Participants report that this process builds deep confidence, knowledge, and awareness, as well as emotional competence and skills for self-regulation.

Based on feedback and a growing sense of their personal impact, participants become more familiar with their own blind spots and are better able to identify and flex their style.

Peer groups are formed during the Group Dynamics module. For this reason, you need to do your accreditation in the month following your Group Dynamics module.

## Who is this for?

Typically, those who attend Foundations in Facilitation Skills are:

- Working within an organisation as a change agent, group/team leader, manager, director or project manager
- In chairing roles at meetings with developmental, strategic or operational purpose (be that business, charity or education)
- Occasionally called upon to facilitate groups, meetings and teams
- Working as a consultant, change agent, trainer to a client organisation

- Embarking upon a career in facilitation or leadership

Participants are usually facilitating already (or about to be) and may:

- wish to learn about themselves in a group from high-quality input and feedback
- be feeling unequipped or deskilled by previous training/experiences
- have become aware of the absence of theories and models related to group facilitation in their toolkit

Participants can attend an open course at our venue, or this can be run at your premises for an in-house group

