

Facilitating & Leading in Groups

In a Nutshell

All organisations, teams, groups both large and small (plus many individuals) are challenged by complex factors in communicating, planning, making decisions, managing projects and moving forward together.

No matter what the size of a group, they can struggle for the time, the focus, and the structures, to achieve constructive and practical outcomes with enduring relationships.

The **facilitative leader** is becoming an increasingly valuable resource:

- ❖ For helping people explore issues which confront an organisation or group
- ❖ For tapping the breadth of ideas and the depth of understandings
- ❖ For building greater shared awareness, purpose and commitment

With effective design and leadership, people can actually start to look forward to having a meeting or workshop. They can indeed be more willing and able to prepare, contribute, participate and follow through.

Who is it for?

Facilitating & Leading in Groups is a learning package which can be tailored to client needs.

- ❖ It is for anyone wishing to improve the effectiveness of their communication and interaction with others:
- ❖ With application from one-on-one contact to large group processes, for any conversation that matters
- ❖ Not just people who stand up in front of a group as the obvious leader of a discussion or workshop, but also those who are happy to help a group from within the group
- ❖ Not just in big rooms with whiteboards, but also over coffee tables and on telephones
- ❖ Not just dealing with events while they are happening, but also designing interactions to maximise the chances of successful outcomes

Learning Outcomes

As a result of the Program, each participant will have developed:

New capacities

- ❖ New insights and perspectives on communication and the underlying dynamics of human processes
- ❖ New skills and tools to explore awareness
- ❖ understanding, tap into creativity, build cooperative relationships, and develop agreement and commitment

Practical application

- ❖ The ability to apply new learning, as a leader/facilitator of process, or as a participant in process, from one-to-one interactions to larger groups
- ❖ A plan for real-life application of key methods and understandings, and for continued coaching or mentoring

Strengthened engagement & relationships

- ❖ enhanced confidence to engage with diverse parties and complex situations to build towards creative and constructive outcomes
- ❖ strengthened relationships with peers, colleagues and others through sharing of practical experience and engagement in exercises which assist participants to become a resource to each other

Learning Experience

The learning experience includes:

- ✓ demonstration and unpacking of skills and techniques
- ✓ individual and team/group practice and reflection
- ✓ giving and receiving feedback
- ✓ working to an individual learning contract
- ✓ coaching and mentoring of individual facilitation in practice (action learning)

Experiential and adult learning principles support the learning and application of tools and techniques by grounding these in actual work projects of participants. This format builds competence and confidence in the continued use of facilitation methods and deepens understanding of the profound role of facilitation in leading change.

At the end of the training each participant will have a statement of attendance, a comprehensive set of course notes, worked examples, and proposals for application and practice of their learnings in real-life situations.

They will also have access to coaching and mentoring from highly experienced facilitators.

Facilitating & Leading in Groups

Core Structure

SESSION 1: Solid Foundations

DAY 1

- ❖ Essential participatory process
- ❖ Conversations that matter (ORID)
- ❖ Questions that work

DAY 2

- ❖ Workshops
- ❖ Levels of agreement
- ❖ Dynamics of humans in process

DAY 3

- ❖ Rapid Action Planning
- ❖ Designing and staging effective events
- ❖ Real-life applications

SESSION 2: Broader-Deeper-Stronger

DAY 4

- ❖ Scanning contexts - diagnosing needs
- ❖ Understanding history and environment
- ❖ Some variations in gathering data

DAY 5

- ❖ Some variations in processing data
- ❖ Some variations in Workshops
- ❖ Strategic Thinking-and Planning

DAY 6

- ❖ Strategic Thinking-and Planning [cont'd]
- ❖ Real-life applications

How is it delivered?

The **core** of the package includes:

- ❖ A total of six days of face-to-face interactive delivery
- ❖ Pre-consultation for in-house sessions to enhance tailoring of content and resources to the needs of participants
- ❖ A comprehensive resource pack; and
- ❖ Coaching and mentoring between sessions to enhance application of learning.

Interactive delivery is by highly experienced facilitators who have demonstrated skills in adult training and learning support, and direct experience in the corporate, government and not-for-profit sectors. The leaders have delivered forms of this training in all States & Territories of Australia, and internationally, for more than fifteen years.

Contacts

Mark Butz
Futures By Design
Canberra
P: +61 2 6251 2923
M: +61 418 417 635
E: training@markbutz.com
W: www.MarkButz.com

David Jago Brisbane
Smart Meetings

P: +61 7 3851 4205 E: david@smartmeetings.com.au
M: +61 410 361 769 W: www.SmartMeetings.com.au

Tom Schwarz Sydney
Kinnogene

P: +61 2 9363 4963 E: tom.schwarz@kinnogene.com.au
M: +61 414 375 049 W: www.Kinnogene.com

Sue Gregory Melbourne

P: +61 3 9502 0265 E: spgregory5@optusnet.com.au
M: +61 400 569 653

What participants say

On the content and resources:

- ✓ Very good grounding in theory and practice – the balance was right
- ✓ Concrete/practical/applicable - it works
- ✓ Highly valuable, very practical hands-on experience is the only way to learn facilitation
- ✓ Enormous learning and a fantastic journey
- ✓ Fantastic - practical, well presented, great humour, realistic, etc etc etc
- ✓ Really good insights into human dynamics and methods to facilitate outcomes
- ✓ Awesome! Thoroughly supportive, fun, enjoyable, giving
- ✓ I gained heaps – skills and knowledge, confidence and courage

On the leaders:

- ✓ Brilliant, inspiring & encouraging
- ✓ I appreciate your efforts and genuineness
- ✓ You are humorous and add a light touch to the very heavy subject of models and theory
- ✓ Liked the dynamic presentation style
- ✓ Did a fantastic job – really impressed – thank you!
- ✓ You are certainly very good at what you do
- ✓ Great guidance and encouragement
- ✓ Well trained, informative, respectful, had a sense of humour, and I really enjoyed being a participant

Connected Opportunities

Facilitating & Leading in Groups is one of the Practical Skill Sets & Understandings components of the program: **Out in Front: The Way of the Facilitative Leader™**.
www.Out-in-Front.com.au

Clients of our training are eligible to receive **discounts on facilitation services**.

Participants who complete *Facilitating & Leading in Groups* are eligible to receive a certificate of attendance at Modules 1, 2 and 3 of the Technology of Participation (ToP) Facilitative Leadership Program.

This contributes towards eligibility of participants seeking to be a Certified ToP Facilitator (CToPF).