

# 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

Potential **expansion** packages include:

- ❖ Additional recall time tailored to specified applications of new skills e.g. design thinking; business model generation; program logic; performance story reporting; cross-cultural communication in Australian Indigenous or Māori culture; project management; balanced scorecard/strategic alignment

## 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 and 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
- ✓ 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
- ❖ Dynamics of humans in process
- ❖ Conversations that matter (ORID)
- ❖ Questions that work

#### DAY 2

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

#### DAY 3

- ❖ 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 tailor 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

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## 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
- ✓ Great to have a comprehensive folder/manual to take away
- ✓ Fantastic - practical, well presented, great humour, realistic
- ✓ Really good insights into human dynamics and methods to facilitate outcomes
- ✓ Lots of time to practise the content taught
- ✓ Excellent, very visual and relaxing play things
- ✓ I gained heaps – skills and knowledge, confidence and courage

### On the leaders:

- ✓ Brilliant, inspiring & encouraging
- ✓ 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!
- ✓ Awesome! Thoroughly supportive, fun, enjoyable, giving
- ✓ Enjoyed the approach which was relaxed & interactive
- ✓ 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™**.

[Out-in-Front.com.au](http://Out-in-Front.com.au)

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

Participants who complete these practical skill sets may be eligible to receive a certificate of attendance at

**ToP Facilitative Leadership Program** Module 1 Group Facilitation Methods, Module 2 Facilitation Expansion & Integration and Module 3 Strategic Thinking & Planning. These Modules are nationally accredited at postgraduate level as part of the award 52326 **Vocational Graduate Diploma of Facilitative Leadership**.

Completion of the Facilitative Leadership Program is a requirement for being assessed as a **Certified ToP Facilitator**.

Both these professional pathways are offered by the **ToP Global Institute for Facilitative Leadership**.

See [ToP-GIFL.com](http://ToP-GIFL.com)