

FACILITATION

Discover the skills to generate great ideas from groups

◆ ABOUT THE COURSE

Many of us dislike brainstorms as they don't seem an easy way to generate ideas or to identify fresh answers to questions. The problem is that we approach them incorrectly. When run well, brainstorms can be a great way to gather a diverse range of options and ideas.

In this session, we will teach you the art of facilitation to help you get the best ideas and solutions out of groups. Great facilitators are the orchestrators of innovation.

◆ SESSION AGENDA

- 01 The Role of a Facilitator**
Explore the role, responsibilities and key skills of an effective facilitator.
- 02 Planning for Success**
Learn how to prepare and structure engaging, productive facilitation sessions.
- 03 Creating a Shared Direction**
Establish a clear purpose and help groups stay focused on meaningful outcomes.
- 04 Encouraging Participation**
Build inclusive discussions that generate ideas, encourage collaboration and make the most of the group's thinking.
- 05 Turning Discussion into Action**
Capture key outputs, agree next steps and ensure discussions lead to meaningful outcomes.

◆ INTERACTIVE EXERCISES

Great Facilitation

Share stories of well-facilitated sessions and identify the qualities that made them great.

Roles and Skills

Identify the roles a facilitator plays and the skills required to perform them well.

Focus Question

Form a focus question for a real issue you face at work.

Appreciative Inquiry

Use two rounds of questions to explore where you are innovative and how to build on it.

◆ LEARNING OUTCOMES

- ◆ Develop skills to create and sustain productive discussions and effective decision-making.
- ◆ Hone techniques to streamline meetings, workshops and problem-solving sessions.
- ◆ Gain confidence to guide groups toward consensus and actionable results with structured facilitation processes.

FACILITATED SESSION

This is a facilitated, discussion-led workshop rather than a lecture. Your coach guides the group through practical exercises, encourages open discussion, and creates an engaging environment where participants can share experiences, challenge their thinking and learn from one another.