



Facilitation Skills for Line Managers

Leading and Training Your Team on Important Business Issues

Course Description

Team Leaders are often called upon to facilitate team meetings, activities and training events of all kinds, but at times they lack the facilitation skills needed to feel confident doing this part of their job. *Facilitation Skills for Line Managers* will equip these managers with the tools they need to successfully facilitate any type of team meeting, thoroughly engage their team member audiences about the subject under discussion, and leave the participants energized and empowered to act on it.

Target Audience

Leaders, managers and supervisors needing to facilitate team meetings, group discussions or training events on important business subjects.

Objectives

Participants will learn to:

- understand the importance of their Leader/Facilitator role and the specific needs of adult learners
- define desired business outcomes before any facilitated event
- feel comfortable presenting in front of any audience
- understand their audience's needs and motivations to adapt their delivery to achieve maximal results
- interact productively with their audiences, listening and reacting to any concerns
- foster a "creative climate" in the session where team members can openly discuss challenges and learn new ways of working
- professionally handle question & answer sessions
- deal with "difficult" participants
- practice their facilitation techniques "live" in front of an audience
- reinforce their position as a team leader while empowering and engaging their team

Method

The seminar is a very "hands-on" combination of plenum presentation, individual and group exercises and personal reflection. Participants will prepare, develop and deliver their first facilitated session during the workshop, relying on trainer, peer and video feedback. All the exercises will be filmed so the participant can "see" what their eventual audiences will see, thus monitoring their own progress and allowing them to leave the session energized to present their first facilitated module.

Duration of the session: 1 day
Number of participants: 7 maximum
Working language: English



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