

## WORKSHOP: BASIC, ADVANCED AND EXPERT FACILITATION

This workshop is intended for those who have responsibility for facilitating meetings, group efforts and/or training. Students learn and practice the latest tools, methods and approaches for ensuring effective meetings, briefings and workshops. Participants learn how to read the audience, adjust real-time to the dynamics of the session, and how to diagnose and resolve group issues. The learning outcomes for the workshop include:

- Understand what facilitation is and when and why it is necessary
- Learn the role of the facilitator and what roles to avoid
- Understand the basics of group dynamics and how to address group issues in a way that will not inhibit progress
- Learn specific techniques for dealing with difficult people and how to get groups unstuck
- Understand when facilitation is most necessary and the types of meetings requiring strong facilitation
- Learn and practice the steps for planning and preparing to facilitate a meeting
- Gain specific tools for starting up and ensuring progress at meetings
- Practice the skills and get real-time critique and feedback on the skills learned during this workshop

This workshop is offered by **StrategyWorks, Inc.**, an International consulting and training firm. The instructor and her team of highly sought- after instructors, coaches and consultants have worked across a variety of Federal, State, and local agencies. **StrategyWorks, Inc.**, enjoys a reputation for providing practical, hands-on learning, creating an environment conducive to learning, and then enabling students to apply their new skills in a meaningful way. Past participants have evaluated this workshop as a thought provoking, useful course for improving their ability to bring facilitation skills to the workplace in a meaningful and professional manner.