This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Effective Facilitation Skills

Course Specifications

Course number: 088682 | **Course length:** 1.0 day(s)

Description: Effective facilitators know how to take charge of work sessions and lead groups toward successfully completing their work objectives. In this course, you will strategically plan work sessions and create formal agendas, lead groups to generate new ideas through brainstorming events, and help people work through facilitated difficult sessions. You will also further develop your facilitation skills by leading remote work groups and even moderating international sessions.

Course Objective: You will identify methods of effectively facilitating meetings and group work sessions.

Target Student: Business professionals.

Prerequisites: Comfort speaking in front of a group, leading others, and working within a team.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

- Pentium 90 MHz or higher processor or Macintosh PowerPC.
- Screen resolution of 800 x 600 set to 256 colors.

Software Requirements

- Windows® 95, Windows® 98, Windows® 2000, Windows® ME, Windows® NT 4.0, Windows® XP Home Edition, or Windows® XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, or 6.0 or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe® Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking. (Windows XP with Service Pack 2 Internet Explorer users only.)
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Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Identify methods of planning a facilitated meeting.
- Facilitate different kinds of meetings.
- Facilitate remote sessions.

Course Content

Lesson 1: Planning the Meeting

Topic 1A: Clarify the Purpose of the Meeting
Topic 1B: Familiarize Yourself with the Meeting Subject Matter
Topic 1C: Create the Agenda

Lesson 2: Facilitating the Meeting

Topic 2A: Lead a Session Effectively
Topic 2B: Manage a Brainstorming Session
Topic 2C: Facilitate Difficult Sessions

Lesson 3: Facilitating Remote Sessions

Topic 3A: Manage Remote Sessions
Topic 3B: Facilitate International Sessions

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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