

## ADVANCED FACILITATION 1-HOUR ONLINE CLASS MANAGING PEOPLE AND FACILITATING SPECIFIC PROCESSES

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**COURSE LENGTH: 0.1 DAYS**

This live online workshop on facilitation teaches techniques to manage people and personalities in your group, and techniques to facilitate specific processes such as leading a strategic planning day.

This is an instructor-led class that you can attend from home or your office.

The virtual classroom uses an advanced version of Zoom called 'Zoom for Webinars' that includes enhanced collaboration features such as One-click content sharing, real-time co-annotation (people can work together in activity files), and digital whiteboarding, and we use tools such as live polls, private group chats and participants can 'raise their hand' so you *virtually* have the same collaborative classroom based learning experience.

These courses are facilitated in English and are open to people from different industries across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities.

**\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

**Be ready** - check your device is ready to go by using this test link.



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## ADVANCED FACILITATION 1-HOUR ONLINE CLASS MANAGING PEOPLE AND FACILITATING SPECIFIC PROCESSES COURSE OUTLINE

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### FOREWORD

This Advanced Facilitation Skills course is designed to provide you with the most targeted, effective and convenient learning experience by letting you join a short, sharp and collaborative session facilitated online with a master trainer and other participants from Oceania.

In this session you will learn:

- People Management Strategies
- About Groupthink, how to recognise it, and how to avoid it
- About Facilitating Specific Strategies such as Strategic planning, or Process Improvement

This course is in English and facilitated by an Australian expert trainer with over 10 years experience.

Please note, there are three courses in this Facilitation Live Online Series, it is not a requirement to join the classes in sequential order, or to take all the classes in the series, participants are encouraged to take advantage of this format and learn exactly the skills they seek.

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### OUTCOMES

At the conclusion of this course participants will:

- Be able to implement people management strategies when facilitating group discussion
- Know how to facilitate specific types of sessions such as Strategic Planning, Process Improvement and Force Field Analysis
- Learn from peers around the region

This is a practical training class with take-aways people can apply immediately.

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### MODULES

#### Lesson 1: Convergent Thinking

- Affinity Diagram
- Pre-Defined Criteria
- Straw Votes
- Gap Analysis
- Paradigm Shifting
- Paradigm Shifting Techniques
- Critical Reasoning
- Reflection

#### Lesson 2: Arriving at a Decision

- Decision Rules
- Decision Rules and High Stakes Decisions
- Scales of Agreement
- Reflection

#### Lesson 3: International Collaboration

#### Lesson 4: Next Steps

#### Up to 20-minutes Facilitator-led collaboration

- With enrolments open from Australia, New Zealand, Singapore, Malaysia and Hong Kong
- Participants benefit from sharing and collaboration from people with similar challenges from across the region
- Share, discuss and learn from like-minded people
- Wrap up and close

Continue Developing Your Facilitation Skills by taking the next 60-minute master class and learn how manage groups to arrive at a decision and learn people management strategies.

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#### WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)