

## FACILITATION & WORKSHOP SKILLS

*“Leading Engaging, Productive Sessions That Inspire Collaboration and Drive Results”*

### Schedule

Date	Venue	Fees (Face-to-Face)
07 - 11 Sep 2026	London - UK	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

Facilitation is more than managing a meeting—it’s about enabling groups to think, plan, create, and decide together with clarity and energy. Whether leading a workshop, strategy session, training, or problem-solving discussion, skilled facilitators create structure, stimulate participation, and ensure outcomes.

This dynamic 5-day course equips professionals with powerful facilitation tools and workshop design principles to manage diverse groups, align goals, and achieve meaningful results. Participants will practice techniques in a safe environment, receive feedback, and walk away with immediately usable frameworks and confidence.

### Objectives

By the end of this course, participants will be able to:

- Design and facilitate structured workshops that achieve desired outcomes
- Apply group dynamics and engagement strategies to encourage participation
- Manage difficult participants, resistance, and group dysfunctions
- Use visual tools, facilitation models, and structured processes to guide collaboration
- Evaluate and refine facilitation effectiveness through feedback and reflection

## Why Attend

- Build your presence and credibility as a confident facilitator
- Learn to lead interactive, purposeful sessions with diverse stakeholders
- Avoid unproductive meetings by using clear facilitation methods
- Improve outcomes of training, strategy, planning, and team sessions
- Gain hands-on experience and coaching in live facilitation practices

## Target Audience

This program is designed for:

- Trainers, consultants, and HR/L&D professionals
- Team leaders, project managers, and internal coaches
- Change agents, scrum masters, and agile facilitators
- Business analysts and planning professionals
- Anyone who leads meetings, workshops, or collaborative sessions

## Individual Benefits

Key competencies that will be developed include:

- Workshop design, group facilitation, and communication skills
- Confidence in leading discussions and decision-making processes
- Ability to manage group energy, resistance, and dynamics
- Use of visual tools, flipcharts, templates, and collaborative exercises
- Feedback skills and self-awareness as a facilitative leader

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More efficient and outcome-focused meetings and workshops
- Better alignment of stakeholders through clear facilitation
- Increased engagement, creativity, and ownership in group settings
- Stronger problem-solving, innovation, and decision-making capacity
- A culture of collaboration supported by skilled internal facilitators

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Models of facilitation, group dynamics, and adult learning
- Case Studies - Real examples of workshops for training, strategy, and problem-solving
- Workshops - Participants design and facilitate sessions, with peer and instructor feedback
- Peer Exchange - Group reviews, experience sharing, and coaching circles
- Tools - Workshop planning templates, flipcharting guides, icebreaker decks, and facilitation checklists

## MAWA EVENTS

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## Course Outline

### DETAILED 5-DAY COURSE OUTLINE

**Training Hours: 7:30 AM - 3:30 PM** Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

#### Day 1: Foundations of Facilitation

- Module 1: What Is Facilitation? (07:30 - 09:30) • Definition, role, and mindset of a facilitator • Differences between facilitating, training, and presenting • When and how to apply facilitation
- Module 2: Understanding Group Dynamics (09:45 - 11:15) • Group behaviors and engagement patterns • Stages of group development • Reading the room and adapting your style
- Module 3: Facilitation Skills and Behaviors (11:30 - 01:00) • Active listening, questioning, summarizing • Neutrality, timing, and energy control • Facilitator self-awareness and emotional intelligence
- Module 4: Workshop - Personal Facilitation Baseline (02:00 - 03:30) • Self-assessment • Setting personal facilitation goals

#### Day 2: Designing Effective Workshops

- Module 1: Workshop Planning and Structure (07:30 - 09:30) • Defining objectives, outcomes, and session flow • Designing agendas with time blocks and tools • Choosing methods for brainstorming, prioritizing, and decision-making
- Module 2: Visual Tools and Room Setup (09:45 - 11:15) • Flipcharts, whiteboards, templates, and cards • Layouts for interaction and visibility • Digital facilitation and hybrid tools
- Module 3: Icebreakers and Energizers (11:30 - 01:00) • Purpose-driven warm-ups • Icebreakers for different group types • Managing energy throughout the day
- Module 4: Workshop - Build Your Session Plan (02:00 - 03:30) • Design a session using provided templates • Peer critique and feedback

#### Day 3: Facilitation in Action

- Module 1: Leading Discussions and Brainstorms (07:30 - 09:30) • Divergent vs. convergent thinking • Techniques to surface ideas and insights • Capturing input and organizing outcomes
- Module 2: Decision-Making Techniques (09:45 - 11:15) • Voting, dotmocracy, consensus models • Prioritization tools: Impact-effort matrix, MoSCoW, etc. • Driving closure while maintaining inclusion
- Module 3: Handling Difficult Participants (11:30 - 01:00) • Managing resistance, domination, disengagement • De-escalation and assertive redirection • Keeping focus without conflict
- Module 4: Workshop - Facilitation Lab I (02:00 - 03:30) • Practice short facilitation segments • Receive peer and facilitator feedback

#### Day 4: Advanced Facilitation Challenges

- Module 1: Facilitating Conflict and Sensitive Topics (07:30 - 09:30) • Navigating disagreement constructively • Keeping space safe and focused • Techniques for debriefing emotional issues
- Module 2: Adapting to the Unexpected (09:45 - 11:15) • Flexibility when plans go off track • Real-time adjustments and improvisation • Facilitating without content expertise
- Module 3: Facilitating Hybrid and Virtual Sessions (11:30 - 01:00) • Engagement tools for virtual groups • Breakout rooms, polls, and digital whiteboards • Managing group energy online
- Module 4: Workshop - Facilitation Lab II (02:00 - 03:30) • Deliver a mini-session • Group review and refinement

#### Day 5: Mastery and Facilitation Leadership

- Module 1: Becoming a Facilitation Leader (07:30 - 09:30) • Scaling facilitation across teams and departments • Coaching others in facilitation • Championing collaboration
- Module 2: Feedback and Continuous Improvement (09:45 - 11:15) • Collecting session feedback • Reflective practice and facilitation journaling • Building your toolkit
- Module 3: Final Project and Practice (11:30 - 01:00) • Group facilitation project presentation • Peer and instructor review
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Module 4: Certification and Wrap-Up (02:00 – 03:30) • Knowledge review • Personal facilitation development plan • Course feedback and certificate distribution

### Certification

Participants will receive a Certificate of Completion in Facilitation & Workshop Skills, confirming their readiness to design and lead effective workshops, meetings, and collaborative sessions with confidence and professionalism.

### Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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