

## DEVELOPING FACILITATION SKILLS

*“Enhance your ability to guide groups, foster collaboration, and achieve impactful outcomes.”*

### Schedule

Date	Venue	Fees (Online)
23 Jul 2026	Online	USD 450 per delegate

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

### Introduction

This 1-day online course is designed to equip participants with the essential skills and techniques to become effective facilitators. Whether leading meetings, workshops, or group discussions, you'll learn how to guide conversations, encourage participation, and drive productive outcomes.

Through interactive sessions, practical tools, and expert insights, participants will gain confidence in managing group dynamics, handling challenges, and ensuring that every session delivers value.

### Objectives

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

- Understand the role and responsibilities of an effective facilitator.
- Apply facilitation techniques to foster engagement and collaboration.
- Manage group dynamics and handle difficult situations.
- Use tools to plan and structure productive sessions.
- Evaluate and improve facilitation outcomes.

## Why Attend

- Build confidence in leading meetings and workshops.
- Learn practical tools to guide diverse groups toward shared goals.
- Strengthen your ability to manage time, tasks, and participation.
- Gain strategies for handling conflicts and challenging participants.
- Develop a reputation as a skilled and effective facilitator.

## Target Audience

This program is designed for:

- Team leaders, supervisors, and managers who facilitate meetings or workshops.
- HR professionals and trainers involved in learning sessions.
- Project managers coordinating cross-functional teams.
- Anyone seeking to improve their facilitation and group leadership skills.

## Individual Benefits

Key competencies that will be developed include:

- Stronger communication and active listening skills.
- Enhanced ability to engage and motivate participants.
- Improved confidence in managing group processes.
- Greater flexibility in adapting facilitation styles to different situations.
- Tools to plan, deliver, and assess effective facilitated sessions.

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More productive and focused team discussions and meetings.
- Improved collaboration and problem-solving across departments.
- Increased efficiency in achieving meeting objectives.
- Stronger organizational capacity for learning and innovation.
- Enhanced leadership presence within facilitation contexts.

## Instructional Methodology

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

- Strategy Briefings - Understanding facilitation principles and best practices.
- Case Studies - Learning from real-world facilitation successes and challenges.
- Workshops - Practicing facilitation techniques and managing group exercises.
- Peer Exchange - Sharing facilitation experiences and lessons learned.
- Tools - Templates and checklists for planning and evaluating facilitated sessions.

## Course Outline

**Training Hours:** 9:00 AM – 4:00 PM **Format:** 3 Learning Modules | Breaks: 11:00 & 2:00

### Day 1: Developing Facilitation Skills

- Module 1: Foundations of Effective Facilitation (09:00 – 11:00)
  - Understanding the facilitator’s role and mindset.
  - Key skills and competencies for success.
  - Common challenges and how to overcome them.
- Module 2: Tools and Techniques for Facilitation (11:15 – 1:15)
  - Structuring and planning effective sessions.
  - Tools for encouraging participation and managing time.
  - Techniques for handling difficult dynamics.
- Module 3: Practicing and Applying Facilitation (2:00 – 4:00)
  - Simulated exercises and group facilitation practice.
  - Receiving feedback and refining skills.
  - Developing a personal action plan for future facilitation.

## Certification

Participants will receive a Certificate of Completion in Developing Facilitation Skills, validating their capability to effectively lead group sessions and facilitate productive outcomes.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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