

Facilitating Workshops and Meetings

A facilitator helps a group arrive at their objectives by managing the process and skilfully directing communication flow.

This facilitation skills training program will give participants the techniques, tools and confidence required to make meetings, workshops and group sessions successful. They will learn how to engage group members to take responsibility and keep discussions on track. As a skilled facilitator they will be able to create the right atmosphere and group dynamics to achieve the desired outcomes.

Audience

This facilitation skills training course is designed for any facilitator wanting to achieve tangible outcomes from their meetings and group sessions.

Note, for facilitating training workshops, please check out our Train the Trainer programs.

Outcomes

Learn how to:

- Plan a group session
- Adjust their facilitation approach to group styles
- Encourage participation
- Use techniques to manage divergent perspectives
- Deal with difficult dynamics and participants
- Facilitate towards agreements and actions.

Tailored group training - in-house or through virtual workshops

Ask us how we will tailor this program to your organisation or team.

Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

Tailoring is mostly for free and always economical as costs are based on a per day delivery and not per participant.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au or start a 'chat' on our website icml.com.au/.

Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

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