

Fantastic Facilitation

Gain practical "how-to" techniques to facilitate meetings, focus groups, conferences, workshops and other group sessions.

Date 19th October 2010
Location Melbourne
Level Intermediate/Advanced

Benefits of Attending

- Discover how to set yourself up for facilitation success in every situation
- Know what questions you should ask before you even enter the room
- Identify when and how to make skillful interventions
- Understand how to engage effectively with different groups
- Have a better understanding of group dynamics and how to affect them
- Gain confidence to handle "problem participants"
- Learn how to channel powerful emotions into productive outcomes
- Create your own toolbox of practical facilitation tools and techniques
- Produce a personal list of next three steps to further your facilitation.

Content Outline

- What is facilitation?
- Your role as facilitator
- Encouraging feedback and dialogue
- Motivational factors and keeping the end in mind
- Relating to the people while sticking to the process
- Shifting focus: big picture and next actions steps
- Putting it all together: Fantastic Facilitation!

About the trainer



In his work as a consultant **Todd Montgomery** has facilitated a wide variety of sessions, from senior leadership strategy meetings to leader-team alignment programs and large group processes (including group coaching).

He is frequently asked to facilitate conferences as Chair and break-out session leader and has presented facilitation workshops for the IAF (International Association of Facilitators) in Australia and the UK.

In all his work Todd is dedicated to bring out the best in people, helping them to build on their natural strengths and talents. When people find ways to engage more effectively with others then great things can happen - and facilitation is an ideal tool for that outcome.

In addition, all workshop participants are invited to bring their own specific professional skills (whether in communications, HR, management, consulting, etc.) to bear in designing the facilitation style that is just right for them.

Feedback on Todd's sessions from a previous IAF workshop:

"Well done! Great tools, way of sharing, and good humour!"

"Enjoyed small group work...sharing experiences with all in the room"

"Good mix of theory and participation...it flowed - thank you!"

Yes! I am a Melcrum Member

Yes! Please sign me up to become a Melcrum member **\$845+GST**

Prices

Members* \$995 + GST
Non-members \$1095 + GST

Fax +61 (0) 2 9222 2820
Call: +61 (0) 2 9222 2810
Email: infoaustralia@melcrum.com
Mail: Suite 1003, Level 10, 1 Castlereagh St Sydney.

Name

Company Ph

Email

Registrations required 1 2 3

Please charge my AMEX VISA MASTERCARD for the amount indicated

Credit Card Number

Exp Date Security Code

Signature

I would like an invoice