



UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents **Facilitation Skills – 3 DAYS**

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the ETDP Seta and the material covers unit standard 117871 at NQF level 5 worth 10 credits.



COURSE OBJECTIVES

The broad learning objective of this course is to develop the awareness, knowledge, skills and attitudes of participants needed to deliver professional facilitation. The course is designed so that participants understand the theory of good communication prior to preparing, delivering and evaluating a facilitation within a simulated context. The course is divided between what good communication is, how to prepare an effective facilitation, and delivering it so that you have a persuasive audience impact.

Each participant will be given individual feedback on how to continuously practice improving their facilitation skills back in the work environment.

COURSE OUTCOMES

Upon completion of this course, the participants should be able to:

- Understand the purpose of your facilitation
- Strategically plan your facilitation based upon an audience analysis
- Apply assertive verbal skills to capture and maintain audience interest
- Apply critical listening skills and respond confidently to questions
- Develop awareness of how effective non-verbal messages are communicated
- Understand how to facilitate meetings and learning events
- Gather, structure and organise a formal report using mind-mapping effectively
- Design and use appropriate visual aids to support your presentation
- Deliver an effective facilitation professionally
- Apply a rigorous approach in evaluating learning and facilitation

COURSE OUTLINE

Module 1: Plan and Prepare for Facilitation

- Awareness/ mindfulness
- Facilitation in the context of South Africa today
- Context of skills development in South Africa



- Communication
- The importance of preparing your presentation
- What is facilitation?
- Leader as facilitator of creativity
- Adult learning principles
- Understanding barriers to learning
- Different learning styles
- Creating a thinking organisation
- Which of the above points require more attention in your work context?
- Facilitating meetings
- Facilitation methods
- Learner centred methods of facilitation
- Facilitation at a glance
- Methodologies for facilitation learning
- Creating a lesson plan
- Prepare a lesson plan using a mind map
- Facilitation equipment
- Setting up the training room

Module 2: Facilitate Learning

- Communication as exchange between two worlds
- Barriers
- Use facilitation skills
- Assertive communication
- Facilitation vs didactic teaching approach
- Preparing your facilitation
- Presenting your visuals
- Delivering your presentation
- Building rapport through questions and answers



- Communicating with confidence

Module 3: Evaluate Learning and Facilitation

- Self-evaluation
- Giving feedback
- Training programme evaluation
- Behaviours of effective facilitators

