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 material covers unit standards 117871 at NQF level 5 worth 10 credits.

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The broad learning objective of this course is to develop the awareness, knowledge, skills and attitudes of participants needed to deliver professional facilitation. This course will ensure any facilitator learns how to present a lesson or a training facilitation in a highly professional, entertaining, dynamic, impactful and interactive manner. This course is designed so that the participants understand the theory of good communication prior to preparing, delivering and evaluating facilitation within a stimulated 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.

COURSE OBJECTIVES

Upon completing this course, participants should be able to:

- Identify the main obstacles to effective facilitation
- Develop facilitation skills for a classroom environment
- Develop facilitation skills for adult learners
- Understand the nature of the process behind being able to effectively present information to an audience
- Understand a range of presentation tools and techniques
- Use these techniques to build a process that will ensure professional presentations are designed and delivered on a consistent basis
- Explain the benefits of having a professional approach to facilitation and presentations in the organization irrespective of the target audience
- Understand the function of communication through exploring its processes
- Match the type of communication with the appropriate method
- Understanding how to elicit input from the learners and create an interactive classroom environment, where learners engage with the facilitator and each other
- Develop awareness of how effective non-verbal messages are communicated
- Evaluate their own presentation skills by reviewing the video of their delivered presentation
- Apply a rigorous communication checklist in evaluating presentations
- Using effective visuals
Module 1: Plan and prepare for facilitation

- Effective Communication
- Importance of self-awareness: Preparation
- What is facilitation?
- Instructors and Facilitators
- Understanding Barriers to Learning
- Adult learning principles
- Different Learning styles
- Learner centred facilitation
- Facilitation at a glance
- Organizing the facilitation content
- Communication purposes
- Setting up the training room

Module 2: Facilitate learning

- Communication as exchange between two worlds
- Use Facilitation skills
- Verbal and Non-verbal communication
- The power of deep listening
- Communicating assertively
- Facilitation approach and learning activities
- Preparing facilitation
- Preparing your presentation
- Effective visuals
- Presenting your visuals
- Delivering your presentation

Module 3: Evaluate learning and facilitation

- Self-evaluation
- Video recording your presentation and evaluating it
- Giving feedback
- Behaviours of effective facilitators