

TRAINING

Basic facilitation skills for participatory learning

Towards a better process and result

1st & 2nd July, 2021



Conducted by:



Facili2transform

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Introduction

This training is an introduction into basic methods on how to guide and activate groups and on how to conduct classes by using a participatory approach. During this training, practical facilitation methods will be demonstrated and applied, that increases people's involvement and participation. These methods are being applied in countries around the whole world in various sectors. They take into account the diversity of cultural beliefs and values in groups and support the process of building ownership. These methods can be applied for participatory education and contribute towards the active involvement of people.

Target group

This training is intended for teachers, facilitators, trainers, managers and consultants who want to enhance their skills in guiding groups. This course provides practical tools that can quickly and efficiently be incorporated in their work. The methods, demonstrated and applied in the training are hands-on, user friendly and practical. By practical exercise participants get immediate feedback on their style of facilitation or teaching.

Goals of the training

At the end of the training participants;

1. Are acquainted with the basic principles and theory of facilitation;
2. Have an overview of different participatory methods (brainstorm and conversation methods, mindmapping, carousel, experiential learning cycle) and insight in possible uses. Participants start to develop their own concept of facilitation;
3. Have gained information about literature in facilitation;
4. Have become acquainted with the 'experiential learning cycle of KOLB' and gained skills in facilitating a lesson through this approach;
5. Are able to see and create situations to apply facilitation methods in their work.

Parts of the training

a. Background and basic principles of facilitation

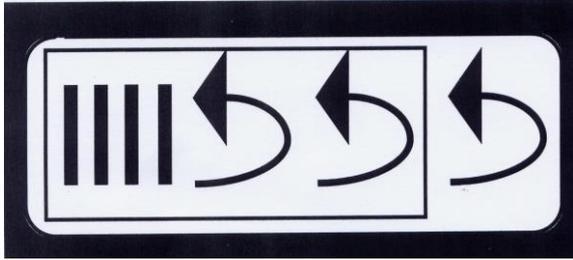
During this part participants are introduced to some basic principles of facilitation. What is the definition of facilitation? What is the role of the facilitator? What are the principles? And what pitfalls do you encounter in this domain? Participants will also be informed with an overview of theories and literature, that are available in facilitation.

b. Methods in facilitation

During this training we will be working on a number of basic methods in facilitation. These methods offer a solid foundation and structure on how to facilitate groups and how to ask the appropriate questions for fruitful exchange.

This session is composed of the following parts.

THE BASIC CONVERSATION/ EVALUATION METHOD, the principles for group discussions and exchange of knowledge



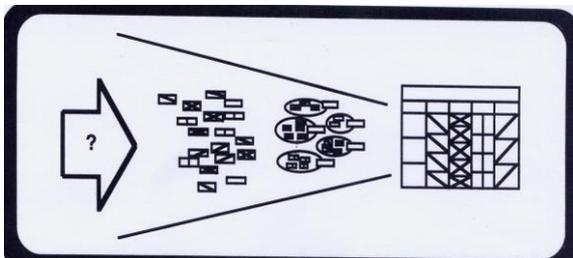
- How do you prepare useful and productive discussions/ evaluations?
- How do you use the experiences of people in a group?
- How do you bring innovative solutions above the table?
- How do you stimulate positive feedback?

In this session we introduce a number of guidelines on how to prepare a successful group discussion, in which people feel free to share their views, feelings, insights and to use these on a positive way in combining and exchange these with other people.



This method is very useful for assessing problems & needs, participatory monitoring and evaluation, group discussions especially in training and teaching situations and provides tools on how to lead an effective meeting. The method is also helpful in resolving difficult issues and conflicts.

THE WORKSHOP METHODE, the foundation for team decisions



- What is needed to analyse the opinions of group members?
- How do you combine and share the different ideas?
- How do you build consensus within a group?
- How do you develop joint solutions?

In this session we introduce a number of skills and knowledge which will combine the different insights in a group towards effective co-operation. The participants will practice with the “five-step workshop model”, that will go through the process of brainstorming, organizing towards a consensus based decision making.



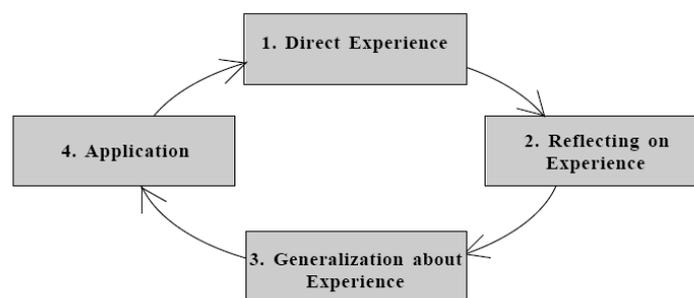
This method is very useful for assessing problems and needs, identifying solutions and projects, formulating project tasks and responsibilities. The method is also very useful for generating perspectives and existing knowledge in the group for teaching and training situations. The method can also be applied for project start-ups for engaging and enthousiastmizing team members.

c. Participatory education through the ‘experiential learning cycle’

The learning cycle guides the participant through the four different phases of the learning process. Effective learning requires the ability to obtain new knowledge and skills through a process of participative learning, where new insights are connected to ‘hands-on’ and ‘practical learning’. Through this cycle, participants are encouraged to apply new lessons directly in their work situation. In this process, the trainer/ facilitator takes the participant through 4 phases:

- ***Direct experience***, assessing the group’s knowledge;
- ***Reflection on the experience***, taking a step back and reflect on what has been shared
- ***Generalization of the experience***, provide meaning and add new theoretical knowledge
- ***Application***, practising new knowledge, skills and behavior

The role of the facilitator is to guide this process, enabling group participants to adapt new knowledge, skills and behavior.



During this session participants will get acquainted with the experiential learning cycle of Kolb. They will obtain skills on how to apply and integrate different facilitation and teaching methods in this cycle, enabling optimized and engaging learning with people.

d. Dealing with resistance

Resistance, not feeling safe, uncertainty are a number of dilemmas that can occur in groups during a facilitation process. Dealing with resistance is one of the biggest challenges in facilitation enabling more effective group work. During this session, participants will learn how to recognize resistance and discover ways on how to deal with them.

e. Applications

The training will conclude with a reflection on the lessons learned. What have you learned? What new tools are you going to use in the coming months? Where and when are you going to apply the facilitation methods during a next event? How will you do that? How will you monitor the progress of your development as a facilitator?

PROGRAMME

TRAINING “Basic facilitation methods towards a better process and result”		
<i>Time</i>	<i>Thursday, 1st July, 2021</i>	<i>Friday, 2nd July, 2021</i>
8.30 hours	Arrival	Arrival
9.00 – 12.45 hours	Getting acquainted & introduction <u>Session 1</u> Theory and basic principles of facilitation <u>Session 2</u> BASIC CONVERSATION method <ul style="list-style-type: none">• Exercise• Demonstration• Theory• Practise	Recap of the first day <u>Session 4</u> Practising facilitation (by participants) <ul style="list-style-type: none">• Basic Conversation method• Workshop method• Group conversation dealing with resistance in the group Each practical will be concluded with a feedback session.
Lunch 12.45 – 13.15 hours	LUNCH	LUNCH
13.15 – 17.00 hours	<u>Session 3</u> Workshop Method <ul style="list-style-type: none">• Demonstration• Theory• Instructions for facilitation practise on day 2 <ul style="list-style-type: none">• Evaluation of the day	<u>Session 5</u> Practical in facilitating the ‘experiential learning cycle’ (by participants) <ul style="list-style-type: none">• Practical• Feedback • Reflection on the ‘experiential learning cycle’ and ‘how to integrate participatory facilitation methods in this process. <u>Session 6</u> Applications <ul style="list-style-type: none">• Evaluation of the training

Trainer

The training will be conducted by Simon Koolwijk. He has more than 20 years experience in facilitating organisational change processes and integrating participatory educational approaches with especially organisations in the educational and development sector. Simon has trained a broad range of consultants, advisors, trainers and teachers in facilitation and participatory teaching methods in the educational and management advice sector.

Location

This two-day training will take place at Kontakt der Kontinenten, Amersfoortsestraat 20, 3769 AS Soesterberg, The Netherlands.

Price

The price of this two-day training will amount 795.- Euro (excluding VAT). This amount is calculated for the training, course material, preparation, lunch, coffee/ tea during the training.

Early bird reduction

In case you register before the 15th April, 2021, you will get a reduction 50,- Euros.

You can register for this course, the latest before the 30th May, 2021.

Cancellation policy

If you cancel your participation between 7 - 14 days before the course, we will charge 50% of the participation fee. At 2 - 6 days before the course, we charge 75%. If you cancel your participation 48 hours or less before the course, we will charge 100%.

Registration:

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