

learning  
equals  
development

## EQV Course Outline



■ Facilitation Skills

■ 1 Day

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# Facilitation Skills (1 Day)

### Business Benefit

Understanding what makes facilitation successful is key to making an event a stunning success. Whether you run meetings, perform training events or group discussions you can benefit from this course.

### Who Should Attend?

Anyone who is involved in facilitating events or, is responsible for running meetings.

### Learning Objectives

*By the end of this course  
you will be able to...*

- Understand the role of a facilitator
- Demonstrate the key skills of facilitation
- Managing an audience or group of delegates
- Creating a planning tool for preparing meetings and discussions and training sessions
- Understanding the challenges when facilitating a group
- Demonstrate the skills of dealing with 'Difficult People'

### Course Content

- The role of the facilitator
- The key skills of facilitation
- Handling challenging behaviours and managing the audience
- Planning the meeting
- Running effective meetings

### You may also be interested in

Assertiveness, Active Listening, Communication Skills, Time Management

### Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

2011  
Jul 04  
Aug 03  
Sep 02  
Oct 04  
Nov 03

2012  
Jan 04  
Feb 02  
Mar 02  
Apr 03  
May 02  
Jun 07  
Aug 06  
Sep 02  
Oct 22  
Nov 22

Price:  
**£395**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

## What Delegates Say about this course

*"Great Course!"*

*"Feel much more confidence in moving forward with meetings in my role"*

*"Very helpful learnt a lot"*

