

Facilitation – the art of getting it right



Facilitation is used in many contexts ... but being an effective facilitator is a highly skilled activity that demands knowledge of proven principles and concepts.

Facilitation™ Foundation and Practitioner Course

KEY FEATURES

This APMG course is based on “**Facilitation: Develop your Expertise**” by Tony Mann, an internationally-recognized leader in the area of Facilitation. Tony has developed a robust methodology that provides the structure to enable specialists and managers to facilitate effectively. **The Process Iceberg®** Facilitation Methodology has been applied in a variety of organizations and situations. The pragmatic, practical approach has gained a wide range of adherents in the public and private sectors.

Key features are:

- Enhanced productivity
- More effective problem solving
- Increased ability to undertake business processes improvement and ensure people are engaged
- Enhanced project delivery
- It encourages buy-in and commitment in business settings

LEARNING OUTCOMES

Following the course, you will be able to organize, plan and conduct facilitated all kinds of workshops

COURSE CONTENT

The Facilitation course covers:

- Skills and expertise required to become an effective facilitator
- A structure and framework to help introduce a facilitated approach to improvement, innovation & change
- Practical and usable tools and techniques to help facilitate groups
- Processes to enable groups to solve problems and develop answers to key questions
- How to manage, lead and facilitate team members and enable them to identify issues and develop solutions
- How to complement all other professional qualifications with skills which produce results faster and more effectively
- In-depth Practitioner workshops provide a deeper grasp of Facilitation and how to apply it.

PRE-REQUISITES

Some exposure to working in groups, or a need to do so.

A pass at Foundation level is a pre-requisite for the Practitioner Exam.

APPROACH

Workshops are designed to impart relevant skills and knowledge by working through real-life examples and scenarios. A case study is used throughout the course. There are a range of interactive workshops for exam preparation and practical application of Facilitation.

DURATION

After the three-day Foundation Course, there is a 50 question multiple-choice exam. The Practitioner Upgrade is a further 1.5 days with a 2.5 hour Open-book Practitioner Exam (50% pass mark).

WHO SHOULD ATTEND?

The certification is relevant to all sectors and types of situations where people come together to tackle issues, resolve organizational problems and develop effective solutions.

- Business Team Leaders
- Change Managers and teams
- HR Managers, People and Change
- Project/Program managers and teams
- PMO staff and consultants
- Agile teams and leadership

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Become an effective facilitator of groups, meetings and events.

Facilitation is often used in a variety of different contexts.

However, being a facilitator for groups, meetings and events requires key skills and knowledge of the principles and concepts involved.

APMG have partnered with experts in the field to develop a robust methodology and supporting training programme that provides the structure that enables specialists and managers to be able to facilitate effectively.

The **'Process Iceberg'** methodology is being applied in a wide variety of organizations and situations and its pragmatic, practical approach has gained a wide range of adopters in the public, private and not-for-profit sectors around the world.

Based on the publication "**Facilitation: Develop Your Expertise**", our Facilitation qualifications equip individuals with valuable tools, techniques and skills to become an effective facilitator.

This in turn gives their organization a capability that will help to:-

- enhance productivity and project management delivery;
- enable more effective problem solving and stakeholder engagement; and
- encourage more effective business process improvement activity.

FURTHER INFORMATION

Who is it for?

Our Facilitation qualifications are aimed at all individuals (including managers, specialists, project managers, change agents, business analysts, IT professionals and aspiring facilitators) who need to achieve outcomes and address business issues through group collaboration and participation.

Find out more online at

www.apmg-international.com/Facilitation

Qualifications available:

- FOUNDATION (multiple-choice)
- PRACTITIONER (objective-testing)

You may also be interested in:

- Change Management
- PS Professional
- Stakeholder Engagement

