

Facilitation proposal

For HR professionals



What is Facilitation skills?

Facilitation skills are the "process" skills we use to guide and direct key parts of our organizing work with groups of people such as meetings, **planning** sessions, and **training** of our members and leaders.

The **ISI mark** of facilitation skills will consider the following format. The participants will be **INTRODUCED** to the purpose of knowing facilitation skills. The **SKILL SET** required to be an engaging facilitator and the **IMMERSIVE** module will help them to get it in their subconscious behaviour.

1

INTRODUCTION

Why facilitation skills?
Facilitation skills is about Change

2

SKILL SETS

Characteristics and competencies of a good facilitator

3

IMMERSIVE

Key principles of a quality facilitator. The anatomy of facilitation



V.U.C.A World

Too many changes in the external factor is stressing out the information givers



Staying Neutral

Individuals are ready to share opinions which are judgemental and do more harm than



good. To learn to stay neutral is the demand on the 21st century professionals.

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Course Coverage

The content will be a step to step guide to the psychology and the anatomy of facilitation process

Module 1: Day 1

9.30 - 10.00: Ice breakers and Expectation setting

10.00 - 11.00: The Learning mind, brain rewiring and understanding the 4 stages of retention.

11.00 - 1.30: Basic Communication skills, Johari windows, 4 behavioural styles of communication, Building Brand 'U' for influence

2.30 - 5.00: Application of Facilitation - 7 habits of a good facilitator, Interviews, Planning, Conflict resolution, Problem solving, Mediation, Negotiation, Team development, Exit interviews etc

HW: Be prepared to FACILITATE one of the situation shared



Module 2: Day 2

9.30 - 10.00: Energisers with Out comes for the day

10.00 - 11.00: Application of facilitation continued: Emotional Intelligence & Mindfulness

11.00 - 4.00: Practice, Demonstration and Evaluation

4.00 - 5.00: Final feed back and change reinstalled

5.00 - 5.30: Feed back and close



“Becoming a facilitative leader means changing how you think in order to change the consequences you help create.”

— Roger Schwarz, *The Skilled Facilitator*

Breakdown of Workshop Process

There are four basic stages of the Tour de Force workshop:

1. **Erudition** (acquiring new skills) Participants are taught skills to empower them in work place.
2. **Huddle** Discussion about behaviors, attitudes and values, a quick and informal chat sets the context in the training
3. **Experiential** This is the team activity stage wherein specific tasks are assigned to the teams and they have to complete it, based on their newly learnt skills
4. **Encapsulate** (talking about the outcomes, experiences, etc.) This is a short session wherein participants reflect on their journey and talk about their personal learnings. THE

Tour de Force

A compassionate training company

IT IS PREDICTED THAT
SOFT SKILLS TRAINING
WILL BE REPLACED BY
WORK SKILLS WITH
STRONG OUT COMES.
TIME TO SHIFT FROM
NORMAL TO NEW
NORMAL!

THE TRAINING OFFERS BETTER UNDERSTANDING IN

- How to increase internal parameters of Ownership, Accountability And Responsibility
- Understand & discover TEAM'S NEED and sensitize it through Effective Communication
- Learning to effectively deal with Challenging Situations and Managing Risks at personal level
- Understanding the perspectives of The Management and Un Deterrent Focus on the goals bench marked
- Building a Trust Relationship with all point of contact
- Being a Strategic HR supported and guided by the management.

At organisational level

- Knowing the big picture and aligning towards it
- Knowing strategies to suit the organization's ROI and ROTI
- Creating the network and resources that will help to spread and
- Developing skills for ROI effectiveness

At personal level

- Learning the art of facilitation
- Learning to manage one's state to record consistent success
- Executing process oriented follow up at organisational level

HAVE FUN!!

ALL DISCUSSION FACE TO FACE