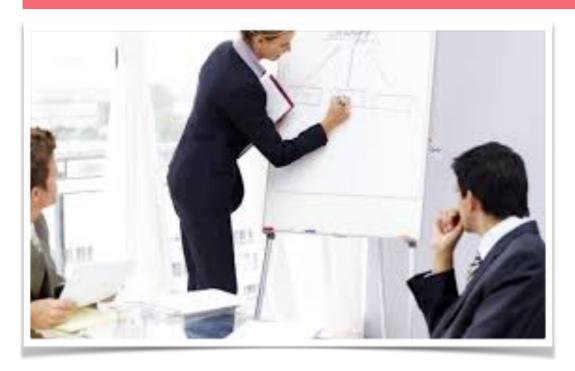
TOUR DE FORCE 14 AUGUST 2018

# 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.



### INTRODUCTION

Why facilitation skills?
Facilitation skills is
about Change



## **SKILL SETS**

Characteristics and competencies of a good facilitator



## **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**