

# Facilitation skills for participatory meetings: a two-day workshop

## Who is the workshop for?

Anyone who is called upon to facilitate participatory workshops or meetings to guide a group in reaching its objectives: team leaders, HR professionals, managers, trainers, or others wishing to become more skilled facilitators.

## What will the workshop cover?

The workshop focuses on how to design and facilitate effective workshops and meetings based on participatory values and open communication. Topics include:

- the role of the facilitator and the benefits of facilitation,
- basic models and concepts; divergent and convergent thinking,
- fundamentals: neutrality, group dynamics, questioning and listening skills, creating the conditions for open dialogue and full participation, personal style,
- the facilitator's toolkit: tools, techniques, checklists,
- building sustainable agreements,
- handling common facilitation challenges,
- harvesting discussions: words and images,
- designing an effective process and agenda to meet objectives,
- practicalities: venue, room set-up, materials.

## What will participants gain?

By the end of the workshop, participants should:

- be familiar with the principles of effective facilitation and with a range of practical tools and approaches,
- have practised choosing and using different techniques,
- have increased their skills and confidence in designing and facilitating effective workshops and meetings based on participatory values,
- have a solid foundation to build on for further learning and skills development.

## How is the workshop structured?

- A highly interactive workshop balancing theory with practical activities.
- Short presentations and explanations from the trainer.
- Small-group and individual exercises focusing on key facilitation elements.
- Practice in leading facilitation sessions to test methods and hone skills.
- Workbook with tips, techniques and practical checklists.
- Peer feedback and individual feedback from the trainer during the workshop.
- 8–12 participants.
- Optional post-workshop coaching is available.



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