

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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