

Training for Facilitators

How to lead your group events
efficiently and effectively

17.305



Date

9-13 October 2017

Venue

Restaurant Hotel Rüttihubelbad AG
Rüttihubel 29
CH-3512 Walkringen
+41 (0)31 700 81 81

Target Group

Anyone who facilitates meetings, workshops, trainings, seminars and other group events and would like to do this in (more) competent and fun way.

Trainers

Olivia Hartmann, AGRIDEA
Niels Rump, AGRIDEA

Context

Would you like to make your meetings, workshops and other group events more efficient and effective? Do you dream of arriving at sustainable solutions backed up by all? Then come and acquaint yourself with the essential skills of good facilitation! They will not only help you to save time and energy in your daily meeting routine. They are also paramount to professionally handle special moments in groups such as taking a difficult decision or tackling complicated social and managerial tasks within a company/network. With a competent lead in an enhancing atmosphere of trust and open communication you will be able to harness the inherent strengths of any group at any event.

Goals and Contents

The participants get to know and/or further develop the basic techniques and behaviours of a facilitator. They:

- are aware of the role and the behaviour (inner attitude, outer attire of trustworthiness and strength) of a facilitator and consciously step into it;
- feel comfortable in front of a group and start to discover and/or develop their individual style of facilitation;
- have the basic knowledge to design and implement well-structured and goal-oriented group events
- are competent and effective in the use of graphic and written display;
- can handle critique and "special" participants in a conducive way;
- manage to lead open and productive discussions e.g. by paraphrasing and the use of concise questions.

Methods

Short inputs and practical demonstrations, complemented with ample opportunities for practical application and training: mini-facilitations, working on real cases and group work. We consciously allocate time to reflection and we live a culture of open feed-back.

Remarks

- Due to the (inter)active nature of the training the max. number of participants is 14.

Programme Outline

Monday, 9th October 2017

09.45 Start of training

- Arrival, Welcome, Coffee
- Goals, Programme, Roles of Trainers and Participants
- Personal presentation, organisational details
- The Facilitator: Clarity of role and functions
- Visual documentation and presentation
- Presentation of the participants' facilitation situations (Information Market)
- Reflection of the day and methods

Tuesday, 10th October 2017

- Input session: rules of work for facilitators, hints about group work
- Live meeting with video-documentation: solving a problem/task in a group
- The importance of facilitation in meetings/analysis of the video
- Expectations of participants, reflection of the day

Wednesday and Thursday, 11th-12th October 2017

The training during these two days will comprise a selection of the following topics/aspects:

- The facilitator in front of the group – personal appearance and performance
- Paraphrasing: repeating the essential statements in your own words
- Questions and Theses: tools for steering processes
- Observing body language and receiving/giving feedback
- Appropriate Use of Space, Voice and Body as a facilitator
- Facilitation and documentation (minutes) of meetings
- Dramaturgy – design of sequences in an event
- Answers to last open questions concerning facilitation and reflection of methods used

The weight and importance given to the above aspects will be based on the interests of the participants.

Thursday from 16.00 onwards: designing a sequence of 20 minutes in a team (Facilitation-Life)

Friday, 13th October 2017

- Facilitation Life: performing the planned sequence in teams of two. Intensive training opportunity with written feedback from other participants and trainers
- Viewing and organizing the feedback; last hints and conclusions
- Evaluation of the training
- Cleaning up and ranging, final session, coffee and goodbye

16.15 End of training

Please note

Training hours are 8.15 – 12.00 and 14.00 – 18.00 (if not specified otherwise).

Please foresee time for an evening session twice during the training as follows: Thursday evening 1-2 hours (depending on individual working pace) plus about one hour once on an evening of your choice.

Further Information and application

Application

Application for the training by means of the following link: [17.305](#)

For organizational questions:

+41 (0)52 354 97 30 or kurse@agridea.ch

Application deadline

4th September 2017

For questions related to content:

olivia.hartmann@agridea.ch
+41 (0)52 354 97 21

By registering for the training, you accept the [Terms and Conditions](#) of AGRIDEA, as well as the conditions specified in the programme.

Costs

Training Fee	CHF 2'500.–
Training Fee for AGRIDEA members	CHF 1'500.–

This fee includes:

- the participation in the training
- a copy of the book «Facilitation - the art of making meetings and workshops purposeful and time-efficient», E. Bolliger, T. Zellweger; AGRIDEA, 2007.

Additional costs:

Participants will have to calculate with the following additional costs for food and lodging:

- Single room, full board: CHF 175.50/day/person (day 1-4), CHF 67.50 (day 5) - recommended
- Daily flat rate CHF 69.50

These costs are **not included in the training fee** and will have to be paid by participants directly on site.

The **reservation for the hotel rooms** has to be made by participants directly with the hotel (room quota available until 4th September 2017 –thereafter availability of room not guaranteed).

Please note:

- Training slots will be allocated in order of receipt of application.
- Procurement of valid travel documents and visa to enter Switzerland (if and as needed) are the responsibility of participants.
- In case of cancellation after 4th September 2017 the training fee will be charged in full, unless an alternative participant will take your place.
- For cancellation of the hotel room after 4th September 2017 the terms and conditions of "Rüttihubelbad" will apply and all eventual costs will be chargeable to participants.

Travel details



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