



FACILITATION SKILLS

2 day workshop



WORKSHOP OVERVIEW

Introduction

Facilitation is the art of achieving success in groups through engagement and structured processes. It is a process that trainers, team builders, managers and others use to add content, process and structure to meet the needs of individuals and teams and enable them to achieve their objectives effectively.

With increasing pressure on organisations to produce results quickly, the role of the facilitator has changed. Part of this change is the ability to motivate a permanent or virtual team of highly qualified people to share their expertise. These groups and individuals need to learn and develop, solve problems, manage conflict, gather information, plan strategies or simply reach consensus. With this in mind, they need the guidance of well trained facilitators who can plan, guide and manage such meetings.

Target audience

Facilitation Skills is designed for people who have to train, teach, instruct or demonstrate; including: managers, specialists, trainers (newly appointed), instructors and facilitators.

About the provider

SHRC Limited design and deliver training courses and programmes for organisations across the public and private sectors. Since 2003, SHRC Limited has collaborated with the Health Management Institute of Ireland (HMI) on the development and delivery of training courses and programmes within the health sector.

SHRC Limited offer validated programmes leading to QQI awards.

If you have any queries, please contact SHRC Limited at 01 2974070 or email info@shrc.ie.

*New for
2014*

WORKSHOP CONTENT

This workshop will help you to assist others in achieving mutually successful outcomes for themselves and their organisation.

You will do this by:

- Defining what facilitation means
- Exploring the difference between facilitation, instruction, management and direction
- Identifying the competencies associated with effective facilitation
- Learning how to help others to visualise, sort and prioritise complex information
- Learning how to manage the environment
- Learning how to encourage participation
- Learning how to provide positive feedback
- Learning how to manage conflict situations
- Role play and discussion

Methodology

This course is specially designed to give facilitators the skills and techniques to help groups channel energy and give of their best. This highly interactive two day workshop will use pinboard technology which helps to use the group dynamic to achieve greater productivity and results.

Workshop options

There are two options available:

- In-house workshop (available on request)
- Open workshop (contact the HMI to find out more)

Duration

- 2 days face-to-face

Certificate

- Award: HMI Certificate
- CPD: 13 points

Workshop facilitator

Dr. Paul Donovan is School Director of Teaching and Learning at the School of Business, NUI, Maynooth. He was previously Head of Management Development at Irish Management Institute (IMI) specialising in Management Development and Training, and was Development Manager of the Bord na Mona group. Paul has delivered executive development programmes in over 15 countries and written several peer reviewed articles.



To find out more about
FACILITATION SKILLS
please do one of the following:



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Terms & Conditions

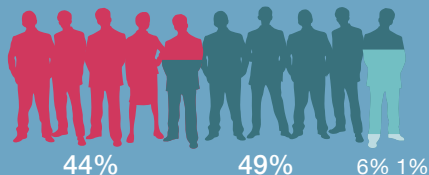
Fee is payable in advance. Refunds are not available where cancellations are received less than 5 working days before the programme. Delegates will be charged in full where there is non-attendance on any programme. SHRC Limited reserves the right to reschedule courses and/or venues. Special offers cannot be combined.

PARTICIPANT FEEDBACK

As a provider of high quality training experiences, the HMI are eager to know how our participants feel about our courses. We are committed to continuously improving and ensuring the delivery of quality management training to managers/supervisors/team leaders working in a health service environment.

The following statistics were composed from the feedback from participants who attended our management development courses.

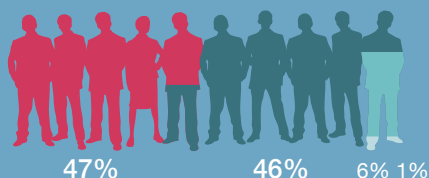
LEARNING OBJECTIVES



93% of our participants rated the achievement of the learning objectives as very good or excellent.

*"Very practical and interactive
...good opportunity to update knowledge and skills"*

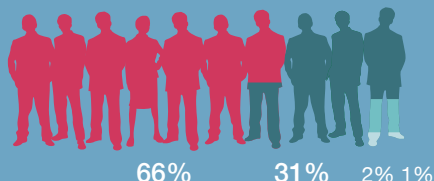
QUALITY OF TRAINING METHODS



93% of our participants rated the mix of training methods as very good or excellent.

*"Speaker was excellent and easy on the ear.
Very helpful on Q&A"*

STANDARD OF TRAINER



97% of our participants rated the standard of the trainer as very good or excellent.

Legend: ■ excellent ■ very good ■ good ■ average ■ poor

Why choose us for your training and education?

- We understand the complexity of healthcare.
- We recognise the challenges that healthcare managers experience.
- We meet these challenges with training, education & ongoing network opportunities.
- We guarantee experienced facilitators.
- We provide best-in-class service.

HMI
Health Management Institute of Ireland

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Visit our website www.hmi.ie