

Facilitation Skills Certificate Program

The Facilitation Center at EKU is excited to offer a Facilitation Skills Certificate Program. Sessions and topics include, but are not limited to, strategic planning, dealing with difficult participants and effectively incorporating graphics, as well as, more hands-on practice with generating rich group discussions, building consensus and creative brainstorming.

This Certificate Program is targeted for facilitators, human resource professionals, meeting managers, supervisors, trainers and those wanting to develop facilitation skills to "Funnel Ideas into Action".

Core Course #1

Meeting Management & Facilitation Skills Workshop

\$499 • Dates TBD

This interactive workshop is designed to strengthen meeting facilitation skills in order to better prepare for and facilitate effective meetings. After completing this workshop, participants will be better able to:

- ◆ Design and plan effective and efficient meetings
- ◆ Facilitate productive meetings
- ◆ Assist groups in generating creative ideas
- ◆ Create a safe, nurturing environment for meetings
- ◆ Utilize storyboarding, display-thinking, and visuals
- ◆ Better manage difficult participants

Core Course #2

Advanced Facilitation Workshop

\$549 • February 22 - 23, 2017

This workshop will deepen and sharpen facilitation skills to further ensure that the facilitator has the appropriate tools for maximizing a group's potential. In addition, it will prepare facilitators for larger groups and dealing with more complex topics. After completing this workshop, participants will be better able to:

- ◆ Design meaningful conversations and group activities
- ◆ Safely and constructively address controversial issues
- ◆ Aid groups in spinning vague ideas into specific, actionable ideas
- ◆ Consolidate and narrow ideas
- ◆ Assist a group in reaching consensus
- ◆ Gain confidence in dealing with difficult participants

Prerequisite: Meeting Management & Facilitation Skills Workshop

Elective #1

DACUM Occupational Analysis Training for Facilitators Workshop

\$749 • April 18 - 20, 2017

This unique workshop incorporates the use of a focus group in a facilitated storyboarding process to capture the major duties, tasks, knowledge, skills, and traits of an occupation. In this interactive training, participants observe an actual panel of high performing incumbent workers as they create an occupational profile, debrief with the instructor and participate in the process. After completing this workshop, participants will be better able to:

- ◆ Convey the DACUM philosophy and process
- ◆ Plan and prepare for a DACUM Occupational Analysis
- ◆ Facilitate a DACUM panel
- ◆ Develop an Occupational Profile Chart
- ◆ Utilize DACUM results for curriculum development

Prerequisite: Advanced Facilitation Workshop

Elective #2

Strategic Planning Workshop

\$749 • Dates TBD

This interactive workshop provides specific tools and techniques for facilitating strategic planning sessions. The techniques taught will work for groups that are either updating or creating a strategic plan. After completing this workshop, participants will be able to assist groups:

- ◆ Envision the future
- ◆ Develop mission, vision, and core values
- ◆ Utilize external and internal environmental scans
- ◆ Conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis
- ◆ Establish goals
- ◆ Develop specific, measurable, attainable, realistic and timely (SMART) objectives
- ◆ Generate long- and short-term action plans

Prerequisite: Advanced Facilitation Workshop

Core Course #3

Practicum in Facilitation

\$549 • Dates By Special Arrangement

This independent practicum will enable the facilitator to complete a project with a client. The facilitator will work with a client from the beginning of the meeting design process through the actual facilitation, and follow-up report writing. An evaluation of the facilitator will be provided by the client and mentor trainer.

Prerequisites:

1. Meeting Management & Facilitation Skills Workshop
2. Advanced Facilitation Workshop
3. DACUM Occupational Analysis Training for Facilitators Workshop; or Strategic Planning Workshop

The trainings build upon each other, increasing the depth and breadth of facilitation knowledge and skills. A Facilitation Certificate will be issued upon successful completion of the three core courses and one elective workshop.

For more information or to register contact:

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THE FACILITATION CENTER

FUNNELING IDEAS INTO ACTION

www.facilitation.eku.edu