

## **Being Facilitative: *Basic Skills Workshop***

### **Workshop Description:**

This workshop is designed to build capacity for working with, and collecting wisdom from, groups of people. It provides basic understanding and skills in the art of facilitating. This workshop does not provide certification in the area of facilitation, but rather is intended to provide interested individuals with basic skills and “tools” in the area of facilitation. Participants will enhance skills and abilities to effectively and efficiently facilitate small group discussions, and help those groups reach carefully considered conclusions.

With increasing numbers of community groups and trends that show more public involvement in local decision making, there has been a comparable growth in the need for facilitative help. More and more people from all organizational levels and functions are now in, or need to be in, facilitator roles. For some, this is their primary role; but for most, serving as a facilitator will be a part-time role or a new way of working with groups. The session will assist participants in a wide array of work situations, such as public and/or stakeholder input, planning, managing staff, leading project teams, chairing meetings, etc.

### **Learning Outcomes:**

By participating in this workshop participants will:

- Understand facilitation and the varying uses of the term “facilitate”.
- Facilitate with increased awareness of the role and skills required to support effective process.
- Use strategies to avoid and manage difficult facilitation situations.
- Explore a variety of tools, techniques and resources for facilitation purposes.
- Design an agenda with effective facilitation process to meet a group’s desired outcome.

**Provided by:** Community Development Officers of Alberta Culture and Community Spirit, *Community Development Branch*.