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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 1 Day

Next Course Date: **December 2, 2025**

Facilitation Skills Workshop



About This Course:

Transform your meetings from ordinary to extraordinary with Facilitation Skills Training. In today's collaborative workplace, effective facilitation is essential for productive meetings, strong team alignment, and successful decision-making. This

facilitation training course helps learners build essential skills and confidence in guiding engaging discussions, managing group dynamics effectively, and driving consensus in both in-person and virtual environments. Leverage the techniques taught in this workshop to boost productivity and become the effective facilitator your organization needs.

This course has been approved for 7 PDUs | 7 CDUs

Course Objectives:

- By completing this Facilitation Skills Training, attendees will enhance their ability to effectively facilitate meetings, encouraging active participation and managing difficult behaviors. Participants will learn to strategically plan and structure sessions, apply proven facilitation frameworks, and adapt their communication and instructional techniques to diverse groups. This interactive training experience emphasizes leadership strategies, instructional design, and feedback mechanisms to align with organizational development goals.

Audience:

- This class is designed for participants wishing to use facilitation for maximum effect and those wanting to go beyond basic meeting skills to achieve consensus and action. It is highly interactive, providing participants an opportunity to facilitate a variety of sessions and get feedback.

Prerequisites:

- None

Course Outline:

Module 1: Introduction to Facilitation

- Welcome and Course Overview
- Understanding Facilitation
- Facilitator's Role
- Feedback Mechanisms

Module 2: Facilitation Fundamentals

- Top 10 Facilitation Techniques

- The Facilitation Process

Module 3: Initiating a Session

- Session Context
- Roles and Responsibilities
- Establishing Ground Rules
- Achieving Consensus

Module 4: Guiding the Session

- Team Dynamics
- Time Management
- Self-Management
- Energizers and Ice Breakers
- Handling Difficult Situations

Module 5: Concluding the Session

- Session Review
- Action Planning
- Feedback Collection

Module 6: Practical Application

- Facilitation Practice Sessions
- Peer and Instructor Feedback