

## Group Facilitation Methods

### Module 1 of the ToP Facilitative Leadership Program

All organisations, teams, groups both large and small (plus many individuals) are challenged by complex factors in communicating, collaborating, planning, making decisions, and managing projects.

With effective design and leadership, people can actually start to look forward to being part of a meeting or workshop. They can be more willing and able to prepare, contribute, participate and follow through.

**Group Facilitation Methods** is for anyone wishing to improve the effectiveness of their communication and interaction with others:

- With application from one-on-one contact to large group processes, for any interaction that matters
- Not just people who stand up in front of a group as the obvious leader of a discussion or workshop, but also those who are happy to help the work of a group from within the group
- Not just in big rooms with whiteboards, but also over coffee tables and on telephones, in any setting
- Not just dealing with events while they are happening, but also designing interactions to maximise the chances of successful outcomes

#### LEARNING EXPERIENCE

The learning experience includes:

- demonstration and unpacking of skills and techniques
- individual and team/group practice and reflection
- giving and receiving feedback
- coaching of individual facilitation in practice (action learning)

**Experiential and adult learning principles** support the learning and application of tools and techniques by grounding these in actual work projects of participants.

This format builds competence and confidence in continued use of facilitation methods and deepens understanding of the profound role of facilitation in leading change.

At the end of the Module, each participant will have a certificate of attendance, a comprehensive set of course notes, worked examples, and proposals for application and practice of their learnings in real-life situations.

They will also have access to coaching and mentoring from highly experienced facilitators.

#### WHAT IT COVERS

- ▲ Essential participatory process
- ▲ Underlying dynamics of humans in process
- ▲ Focused Conversation Method (ORID)
- ▲ Questions that work
- ▲ Consensus Workshop Method
- ▲ Real-life applications

#### LEARNING OUTCOMES

At the end of this Module, participants will have:

- developed a good understanding and appreciation of the processes and underlying dynamics of the Discussion Method and the Workshop Method
- understood how to develop and use questions to direct the group's focus
- recognised the significance of preparation in writing aims, context and instructions for a session
- developed a plan to apply one of the methods in a community or work environment

At the end of this Module, participants will have the skills to:

- identify the different steps that comprise the Focused Conversation Method, Consensus Workshop Method and the underlying processes common to both methods
- design a plan to deliver the Consensus Workshop Method
- design a plan to deliver the Focused Conversation Method
- deliver a session using the plan designed for the Consensus Workshop Method
- deliver a session using the plan designed for the Focused Conversation Method

#### CONTACT



## WHAT PARTICIPANTS SAY

### On the content and resources:

- ▲ Very good grounding in theory and practice – the balance was right
- ▲ Has explained the ‘anatomy’ of the process which is very helpful
- ▲ Concrete/practical/applicable - it works
- ▲ Great – got so much out of understanding the basis – the key dynamics
- ▲ All extremely well prepared & executed
- ▲ Highly valuable, very practical hands-on experience is the only way to learn facilitation
- ▲ Applicable to many contexts, personal & work
- ▲ Theory & practice intermingled constantly
- ▲ Enormous learning and a fantastic journey
- ▲ Clarifies & demystifies tools and approaches that are commonly used but not always understood
- ▲ Great to have a comprehensive folder/manual
- ▲ Fantastic - practical, well presented, great humour, realistic
- ▲ Really good insights into human dynamics and methods to facilitate outcomes
- ▲ Lots of time to practise the content taught
- ▲ Excellent, very visual and relaxing play things
- ▲ I gained heaps – skills and knowledge, confidence and courage

### On the leaders:

- ▲ Extremely professional & well prepared – pleasant manner which evoked peaceful interactions but kept us all on task with humour & purpose
- ▲ Brilliant, inspiring & encouraging
- ▲ Fantastic and really skilled, thoughtful & a joy to have running the course
- ▲ Great! Such a wealth of knowledge
- ▲ Superb leaders providing experience & examples of practical steps to take and providing positive & constructive criticism
- ▲ You are humorous and add a light touch to the very heavy subject of models and theory
- ▲ Liked the dynamic presentation style
- ▲ Did a fantastic job – really impressed – thank you!
- ▲ Awesome! Thoroughly supportive, fun, enjoyable, giving
- ▲ Great to have their experience. Enjoyed the approach which was relaxed & interactive
- ▲ Great guidance and encouragement
- ▲ Well trained, informative, respectful, had a sense of humour, and I really enjoyed being a participant

## PROFESSIONAL PATHWAYS

This is Module 1 of the **ToP Facilitative Leadership Program**, which is offered internationally by the **ToP Global Institute for Facilitative Leadership** (a Registered Training Organisation - National Provider 52360). See [ToP-GIFL.com](http://ToP-GIFL.com)

Completion of all seven face-to-face Modules of the ToP Facilitative Leadership Program is a requirement for being assessed as a **Certified ToP Facilitator**.

This Module relates to a unit of competency which forms part of the Australian qualifications:  
**10443NAT Diploma of Facilitative Management**  
**10444NAT Graduate Diploma of Facilitative Leadership**



Negotiations are currently underway with universities on potential articulation to higher postgraduate awards.

A qualification can be awarded after all required units of competency are completed and assessed.

To receive a Statement of Attainment, a participant needs to complete the **Assessment** for each unit of competency. A fee is payable for undertaking Assessment.

## CUSTOMISED OPTIONS

The **core** of the package includes:

- Two days of face-to-face interactive delivery (can be split into two one-day sessions for in-house delivery)
- Pre-consultation for in-house sessions to tailor content and resources to the needs of participants
- A comprehensive participant manual

Content examples and learning activities can be **tailored** to client needs for specific applications such as:

- stakeholder engagement/community participation
- cross-cultural communication and application
- project management
- project/program evaluation and reporting; or
- training design and delivery (train-the-trainer)

Potential **expansions** include:

- Additional time to include an overview of ToP Event Design & Staging guidelines (from Module 2) and/or the ToP Action Planning Method (from Module 3)
- Additional time focused on grounding learning through case study analysis, scenarios and role plays
- A follow-up advanced session after 3 to 6 months to deepen learning and reinforce application
- Post-session coaching and mentoring to enhance application of learning