



Facilitator Techniques For Managers and Supervisors

From A.C.E. Learning and Performance Solutions

Managers and supervisors who learn how to professionally facilitate meetings and discussions are better able to build rapport, communicate ideas, manage resistance, gain support, and use meeting time effectively.

In this class you will review your current skills, learn new skills, practice facilitator techniques, and create a plan for your future development that will enable you to facilitate training with utmost proficiency and confidence.

Program Goal

- Review and refine facilitator techniques.
- Assess personal development goals for additional training and coaching.

Learning Outcomes:

As a result of attending this workshop participants will be able to:

- Describe the role and attributes of a facilitator
- Understand adult learning methodology
- Clarify the difference between facilitating and teaching
- Plan/prepare for a class
- Demonstrate effective questioning techniques and stimulate discussions
- Manage class time, answer questions without going off on tangents, and keep the group focused
- Effectively deal with challenging behaviors
- Energize the group
- Use media effectively

Program Specifics:

Audience: Managers and Supervisors

Duration: 2 days

Class size: Maximum 8

Learning Methodology:

Current best practices in Adult Learning Methodology

Practical, engaging, experiential, and interactive

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