



Professional Facilitator Techniques

From A.C.E. Learning and Performance Solutions

As trainers in our organization, we are instrumental in developing the talents and skills of our colleagues. In order to support others in their skill development, it is essential that trainers are able to consistently model the correct skills and behaviors when facilitating and delivering training.

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 Goals

- 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.
- Ensure learning of program content.

Program Specifics

Audience: Supervisors, Managers, Teachers, and Instructors

Duration: 2 days

Class size: Maximum 6

Learning Methodology

- Current best practices in Adult Learning Methodology
- Practical, engaging, experiential, and interactive