



# The art of facilitating

Core principles and practices

**on Monday 25<sup>th</sup> January 2010  
at the Old Music Hall, Oxford**

**A one-day intensive  
course in running  
meetings, workshops  
& training events**

*"A facilitator's job is to make it easy for a group to be successful. Facilitate = to make easy or more convenient."*

- Hunter, Bailey, Taylor, *The Zen of Groups*

## Who's it for?

It's for people new to facilitation who want to learn the essentials, build confidence and have a go.

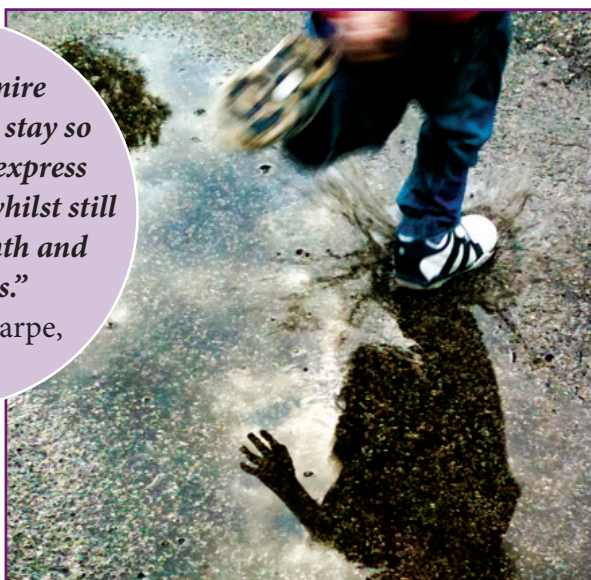
Experienced trainers and facilitators wishing to deepen their understanding and extend their range of styles will also find it useful.

This course will also suit anyone who works with groups of people needing to learn, explore, make decisions and/or get things done, including:

- trainers
- managers
- team leaders
- community workers
- consultants
- HR practitioners

*"I really admire Gina's ability to stay so focused and to express things so clearly whilst still radiating warmth and friendliness."*

Dr. Mandy Sharpe,  
GP



## Learning objectives

By the end of the course you will have developed competence, skills and confidence in:

- preparing for meetings, workshops and trainings
- facilitating the process of group work

## Course aims

This training will:

- enable you to explore the different purposes, roles and styles of facilitation
- raise your awareness of how groups function
- equip you with some core skills, strategies and confidence to facilitate effectively in a range of situations
- develop your presence with groups.

- handling group dynamics
- using a wide range of techniques for styles and approaches for facilitation
- making process interventions to move a group forward
- enabling groups to build understanding, collaborate and make decisions.

*More info overleaf...*

## How the course will be run

We will introduce and demonstrate a variety of facilitation concepts, techniques and styles and encourage and support you to try them out.

The number of participants is limited to 16 in order to provide space for practice.

We invite you to tell us a bit about you and your role/s, interests and needs on the booking form to inform the course design.

*"I find that effectively holding a space is best done in a way that is largely unseen – this is why it is difficult to distinguish or describe."*

Gina Lawrie

## The lead trainer

Gina Lawrie has a wealth of facilitation experience in a rich variety of settings, including the BBC, Multiple Sclerosis Society, Asda and Pricewaterhouse-Coopers. With a background in psychology and social work, she specialises in management, organisation and facilitating change both as an internal and external consultant.

Gina is a recognised practitioner of Open Space Technology, a certified trainer of Nonviolent Communication and facilitates Action Learning Sets. She draws on a variety of models of facilitation and works with groups of all sorts and sizes from just two people to hundreds.

## Booking and fees

You can download a booking form from our website or contact us by email or phone to ask us to send you one by email or post.

We charge different rates in order to enable a variety of organisations and people to take part:

- Commercial: £350
- Public sector: £225
- Third sector: £150
- Low income groups / individuals and volunteers: £85

## The venue:

**The Old Music Hall,  
106-108 Cowley Road,  
Oxford OX4 1JE**

We are 15 mins walk from Oxford city centre and are served by many buses (esp. the No.s 1, 5, 10 & 12)

If you are interested in this course, you may also like to know more about our Advanced Facilitation Skills one day training course led by Gina.

**Contact us for a booking form or for more information:**

T: 01865 403 129

E: [info@reachability.co.uk](mailto:info@reachability.co.uk)

W: [www.reachability.co.uk](http://www.reachability.co.uk)

Postal address:

**The Old Music Hall,  
106-108 Cowley Road,  
Oxford OX4 1JE**

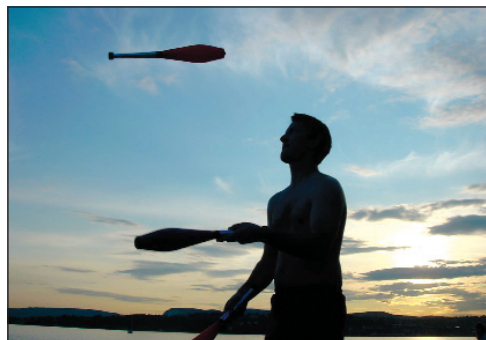
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## The Art of Juggling

Facilitating means juggling different balls all at the same time.

Facilitators help groups work together and support the individuals that make up the group to get what they need by:

- Building a productive climate for group work
- Helping a group to explore ideas and issues and learn
- Ensuring all contributions can be heard
- Enabling a group to reach consensus or make decisions.



## Facilitators need to be able to:

- Keep an eye on the overall goal of the meeting or workshop
- Choose suitable processes to enable the task to get done
- Monitor the behaviour of both the group and individuals
- Intervene where appropriate.



**ReachAbility**

The Old Music Hall, 106-108 Cowley Road, Oxford OX4 1JE

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