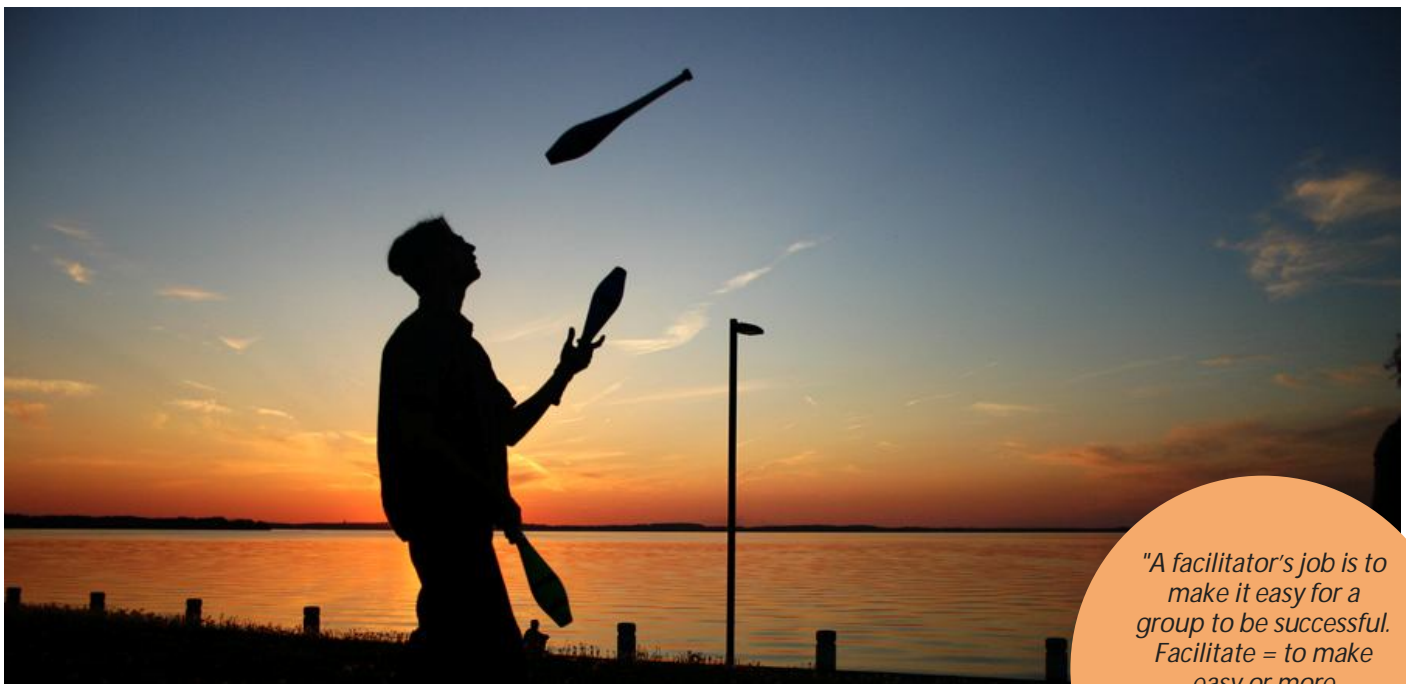




# The Art of Facilitating: Core Principles and Practices

Tuesday, 20th July 2010, 9.30am for a 10am start, ends 4.30pm  
at the Old Music Hall, Oxford

A one-day intensive course in running meetings, workshops and training events.



*"A facilitator's job is to make it easy for a group to be successful. Facilitate = to make easy or more convenient."*  
The Zen of Groups,  
Hunter, Bailey, Taylor

## Who's it 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.
- Useful for 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 and HR practitioners.

## Course aims

This training will:

- 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.

## Learning objectives

By the end of the course you will have increased skills and confidence in:

- selecting the style most appropriate for a group and its task
- facilitating the process of group work
- handling group dynamics and conflict
- enabling groups to build understanding, collaborate and make decisions

### How the course will be run

We will introduce and demonstrate a variety of facilitation concepts, techniques and styles. You will be encouraged and supported to try them out on your own situations rather than scripted roleplays. The maximum number of participants is 16 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.

### The lead trainer

Gina Lawrie has a wealth of facilitation experience in a variety of settings, including the BBC, Multiple Sclerosis Society,



Asda and PricewaterhouseCoopers.

With a background in psychology and social work, she is experienced in facilitating change as an internal and external consultant and specialises in personal and organisation development.

Gina is a recognised practitioner of Open Space Technology, a certified trainer of Non-violent Communication and also 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

Book and pay online at [www.reachability.co.uk/coursesandbookings.htm](http://www.reachability.co.uk/coursesandbookings.htm), or contact us by email or phone to find out more.

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

- Commercial: £ 350
- Public sector: £ 225.00
- 3rd sector – larger organisations ( 15 staff or more): £ 185.00
- 3rd sector – smaller organisations (under 15 staff): £125.00

We offer 2 places at £85.00 for low income groups/ individuals and volunteers on our courses – please contact us for more details.

*"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

### 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.



If you are interested in this course, you may also like to know more about our **Advanced Facilitation Skills** one-day training course also led by Gina, on 23rd November 2010.

For directions go to the **Contact Us** section in [www.reachability.co.uk](http://www.reachability.co.uk)

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**

Pictures: front page by Criss Cross Circus, available under a Creative Commons Attribution license. back page by TanisMar1984, available under a Creative Commons Attribution license.