

ELD Training

empowerment, learning, development



TRAINING COURSE: FACILITATION & PRESENTATION SKILLS

Anyone who manages people needs the ability to facilitate successful discussion resulting in sustainable agreement. Sometimes, too, we need to present our ideas persuasively, either to communicate ideas efficiently or as a springboard for discussion. This course will be valuable to anyone who deals with decision making with various levels of stakeholders. Community-level facilitators, trainers and managers will all benefit from this training. Over the five days a range of areas essential to effective facilitation, managing group dynamics and effective presentation are introduced and practiced. The workshop is participatory, with frequent opportunities for applying the tools.

The exact contents of the training are fine-tuned in response participants' needs and daily feedback. Key areas covered include essential theoretical aspects such as:

- The 'What and Why' of Facilitation
- The Role and Qualities of a Facilitator
- Harnessing Group Potential
- Adult Learning
- The Dynamics of Group Decision-making
- Principles for Building / Facilitating Sustainable Agreements
- Essentials of Presentation skills
- Preparation and Effective Presentation: Tips and Tools

During the course, participants learn and practice:

- Facilitation tools such as Brainstorming, Buzz Groups, Focus Group Discussion, Obstacle Analysis and Solution Matrix
- Facilitation techniques such as card collection, brainstorming, group formation, case studies and field visits
- Facilitative listening skills / techniques for honouring all points of view
- How to design the facilitation session / event
- How to use energisers and icebreakers
- Planning and delivering presentations

ELD TRAINING

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professional development for development professionals

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A typical schedule is:

Day One

- Opening and Introduction
- Facilitation Skills: Introduction
- Qualities of a Good Facilitator
- Key Issues to Consider in Facilitation

Day Two

- Adult Learning and Facilitation
- Handling Group Dynamics / Participatory Process
- Facilitative Listening Skills

Day Three

- Essentials of Presentation Skills
- Tips for Presentation skills
- Tools for Facilitating Group Discussion

Day Four

- Tools for Facilitating Consensus Workshop
- Facilitating Group Action Planning
- Tools for Facilitating Strategic Planning

Day Five

- Presentation Planning
- Practical and Feedback
- Course Review, Evaluation and Closing

See our [training schedule](#) to find out when this course is next planned in your area.

See the document [Registration, Fees and Payment Information](#) for fees and registration information.

[Download the application](#) form from our web site.

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