

Basic Facilitation Skills

For Non-Profit & Government Organizations

Are you a member, a volunteer or a staff representative for a non-profit or government organization? Do you and/or others within your organization or network plan, develop, organize, evaluate and make decisions for your organization as a team? Are you and others needed to plan and lead facilitated group discussions? Would you like your organization's group meetings and working sessions to be carried out in a more facilitative way? If you answered yes to any or all of these questions, your organization or network needs to have someone skilled in the art and science of facilitation!

Basic Facilitation Skills for Non-Profit & Government Organizations is offered by professional facilitators from the Alberta Culture Community Development Unit. The three-day workshop provides hands-on and accessible instruction in the art of group facilitation. This is a practical workshop that provides learning through instruction, discussion, small and large group work, practice and feedback.

This workshop is strictly for non-profit and government organization representatives and is not for individuals who provide or intend to provide fees for service facilitation, training, and/or consultation.

To Register

To register for a workshop, you will need to identify the non-profit or government organization you represent as well as obtaining a signature from the current designated signing authority of the same (such as the chairperson, treasurer, manager, supervisor, etc.)

To learn about upcoming workshops, visit us at <https://www.alberta.ca/community-development-unit.aspx>

Topics

This three-day workshop includes information in the following areas:

Core Concepts of Facilitation

- Role of a Facilitator
- Competencies of a Successful Facilitator
- Process vs. Content
- Outcomes
- Flip Charting and other Recording Methods
- Verbal and Non-verbal Communication

Understanding Groups

- Characteristics of Learners
- Facilitating Challenging Group Situations

Designing Facilitated Sessions

- Preparing for Facilitated Sessions
- Tools and Techniques
- Using Icebreakers and Energizers

Facilitation Practice and Feedback

- Giving and Receiving Feedback
- Small Group Facilitation Presentations

