

## Basic Facilitation Skills For Not-For-Profit & Government Organizations

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Are you a member, a volunteer or a staff representative for a not-for-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!

### Course Description:

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**Basic Facilitation Skills For Not-For-Profit & Government Organizations** is offered by professional facilitators from the Alberta Culture Community Development team. The three-day workshop provides hands-on 'learn while doing' 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.

The 3-day workshop will include information in the following areas:

#### Core Concepts of Facilitation

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



#### Understanding Groups

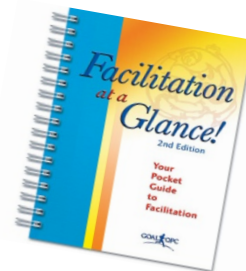
- Characteristics of Learners
- Facilitating Challenging Group Situations

#### 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



**\*\*\*PLEASE NOTE: This workshop is strictly for not-for-profit and government organization representatives and is not for individuals who provide or intend to provide fee for service facilitation, training, and/or consultation. To register for this workshop you will need to identify the not-for-profit/government organization you represent including obtaining a signature from the current designated signing authority of the same (ie Chairperson, Treasurer, Manager, Supervisor).**