

# Basic Facilitation Skills

## For Not-for-Profit & Government Organizations



### Workshop Description:

**Basic Facilitation Skills For Not-For-Profit & Government Organizations** is offered by professional facilitators from Alberta Culture and Tourism, Community Development Unit in partnership with community hosts. The three day workshop provides hands-on experiential learning 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, feedback and modeling by training facilitators.

### Workshop outcomes include:

1. Participants understand the basic concepts, approaches, techniques, tools and application of facilitation
2. Participants demonstrate knowledge and practice skills in facilitation and receive constructive feedback
3. Participants feel more confident and competent in facilitation and identify opportunities to do so in their work

### Who are you?

Are you a member, a volunteer or a staff representative for a not-for-profit or government organization? In your role with your organization, do you need 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 needs to have someone skilled in the art and science of facilitation!

For more information please contact:

Alberta Culture and Tourism

Community Development Unit:

By email at:

[CommunityDevelopment@gov.ab.ca](mailto:CommunityDevelopment@gov.ab.ca)

Or local community host (see reverse)

\*PLEASE NOTE: This workshop is 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 please identify the not-for-profit or government organization you represent, and provide a signature from one of their signing authorities (i.e. Chairperson, Treasurer, Manager, Supervisor).

# Register for Basic Facilitation Skills with our community host:

Basic Facilitation Skills is offered in  
partnership with:  
**Lethbridge Public Library**

**Register by:**

Phone: 403-380-7312

Email: [madeline.gormley@lethlib.ca](mailto:madeline.gormley@lethlib.ca)

In person:

Madeline Gormley

9:30 – 4:00, Monday - Friday

Lethbridge Public Library Main Branch

810 5 Avenue South, Lethbridge AB

**Please note registration deadline is**  
September 10, 2018. Payment is due in full at time  
of registration to secure a spot.  
Only partial refunds will be issued for cancellations  
received after September 10, 2018.

**Session details:**

**When:**

Monday, September 17 (8:30 AM - 4 PM)

Tuesday, September 18 (8:30 AM - 4 PM)

Wednesday, September 19 (8:30 AM - 3:30 PM)

**Where:**

Community Meeting Room  
Lethbridge Public Library  
810 5 Avenue South, Lethbridge, AB T1J 4C4

**Cost:**

\$160.00 (includes GST)

Cost includes workshop materials, Facilitation  
at a Glance book, instruction, refreshments  
and lunches during the workshop. Please  
bring your own reusable beverage bottle/mug.

**Accommodations:**

Lethbridge has several quality  
accommodations. If you are from out of town,  
please consider enjoying Lethbridge's local  
hospitality.

## REGISTRATION FORM

*(Please complete clearly to register)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Not-For-Profit or Government organization you  
represent (*choose one if more than one*):

\_\_\_\_\_  
Signing Authority Name & Position:

\_\_\_\_\_  
Signing Authority Signature

\_\_\_\_\_  
Signing Authority Contact Info

Do you have any dietary restrictions? If so,  
please specify:

\_\_\_\_\_  
Full attendance is required to get the most out of  
the session. Are you able to attend the full 3 days  
of the session? Y / N

**Registration Deadline: Sept. 10, 2018**  
**Send Registration form with Payment**  
**\$160.00 (includes GST)**

Please make **cheques** payable to **Lethbridge  
Public Library**

**Credit Card:**  Visa  MasterCard

Card Number: \_\_\_\_\_

Expiry Date (mm/yy): \_\_\_\_\_ CVS \_\_\_\_\_

Signature: \_\_\_\_\_

*By signing, I authorize this payment on my  
credit card.*

