

# 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 team 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 a signature from their signing authority (i.e. Chairperson, Treasurer, Manager, Supervisor).

# Register for Basic Facilitation Skills with our community host:

Basic Facilitation Skills is offered in  
partnership with:  
**Stettler Regional Board of Trade  
& Community Development**

**Register by:**

Phone: 403-742-3181

Email: [s.benjamin@stettlerboardoftrade.com](mailto:s.benjamin@stettlerboardoftrade.com)

Online:

<https://goo.gl/n8yus3>

**Please note registration deadline** is  
June 11, 2018. Payment is due in full at time of  
registration to secure a spot.  
Only partial refunds will be issued for cancellations  
received after June 15, 2018.

**Registration Opens March 5, 2017**

**Session details:**

**When:**

Tuesday, June 26 (8:30 AM – 4 PM)

Wednesday, June 27 (8:30 AM – 4 PM)

Thursday, June 28 (8:30 AM – 3:30 PM)

**Where:**

Canalta Hotel,  
6020 50 Ave, Stettler, AB

**Cost:**

\$150.00 (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:**

There are numerous accommodations  
available in Stettler

<http://destinationstettler.com/accommodations/>

## 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 & Contact:

\_\_\_\_\_  
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: June 11, 2018**

**Send Registration form with Payment  
\$150.00 (includes GST)**

Please make **cheques** payable to Stettler  
Regional Board of Trade

**Credit Card:**

Payment by credit card is available online at

<https://goo.gl/n8yus3>