



## EFFECTIVE FACILITATION SKILLS FOR TRAINERS

**Non member: \$1800.00**

**AICPT member: \$1500.00**

**LENGTH:** 5 days

**MAXIMUM SIZE:** 20 people

### WORKSHOP DESCRIPTION

This workshop is designed for people interested in learning how to become an effective facilitator in order to facilitate the delivery of courses and workshops to others. The goal of this workshop is to develop the necessary skills and techniques to be an effective facilitator. Topics include how people learn, the role of the facilitator, and tools and techniques for designing and facilitating participatory lessons. Additional topics such as assessment and evaluation, cross-cultural facilitation, conflict resolution, and working with a facilitation team will also be explored.

The workshop will incorporate various AICPT training materials into the training sessions.

### CONTENT

The following topics will be covered.

#### Theory

- Understanding the audience: culture, educational background, geography
- Learning styles: auditory, visual, tactile
- Lecture versus participatory style of content delivery and the impact on learning
- Cross-cultural and cross-language communication
- The role and effective skills of the facilitator

#### Practical

- How to meet the needs of the participants: literacy level, interest, learning styles
- How to communicate effectively: paraphrasing, effective questioning
- How to integrate hands on activities, critical thinking and reflective processes
- How to design lessons and teach content using different instructional tools
- How to handle group dynamics

#### Implementation

- Planning a lesson within a structured workshop
- How to work as a facilitation team
- The logistics and administration of planning a workshop
- Preparing the logistics for a lesson: materials, timing, flow
- Assessing learning through self assessments and peer feedback
- Evaluations of workshop structure and learning

### METHODS OF INSTRUCTION

Throughout the workshop, the theory of learning and effective training skills will be reinforced through the practical use of AICPT training resources. The workshop includes theory, practical components, experiential activities, and open discussion. There will be opportunities for participants to prepare and facilitate sections of the workshop. Active participant engagement in learning activities is required.

## **OBJECTIVES**

Upon completion of the workshop participants will be able to:

- Explain adult learning principles
- Demonstrate various methods of participatory learning activities
- Assess participant needs and customize activities/direct discussions to address these needs
- Demonstrate how and when to use a variety of learning materials to add value and flow to the class (audio/visual, case studies, activities, handouts)
- Explain and practice the key skills, knowledge and attitude of an effective facilitator
- Demonstrate how to communicate effectively (e.g., paraphrasing, summarizing, good questioning, and active listening)
- Describe how different cultures communicate and educate differently and how to accommodate for these differences
- Demonstrate skills in delivery that account for gender, culture and participants learning in a language other than their mother tongue
- Discuss factors involved in finding and working with a translator or an interpreter
- Design a lesson for an individual session that will achieve intended objectives, address learning styles and contains participatory activities
- Deliver the designed lesson to demonstrate effective facilitation skills
- Organize a day agenda to practice with flow of topics and building learning
- Demonstrate strategies that address group dynamics and manage disruptive group behaviour.
- Develop consensus on task, roles, and responsibilities within the facilitation team
- Demonstrate the logistics and administration required to organize a training session
- Demonstrate how to assess and evaluate participants, individual sessions and the workshop overall
- Practice self-assessment and self-awareness

To enrol for this workshop, complete the Continuing Professional Development (CPD) course enrolment form and email to [info@aicpt.org.au](mailto:info@aicpt.org.au)