

Group Leadership and Facilitation Training

Practical Application of Successful Techniques in Leading of: Meetings, workshops, seminars, training and other forms of teamwork

25 April 2007, Hotel Palas

Course Description

Teamwork, group presentations and informal learning through workshops and seminars have become the unavoidable part of the modern and prevailing working trend. Facilitation skills are essential and highly appreciated assets for both managers and team members. The training tends to provide the knowledge of the techniques, tendencies and possibilities in this field. Participants will understand the role of facilitator and learn how to intermedate, lead and present ideas to the others, chair meetings, channel discussions and facilitate workshops.

Aims and Objectives

Aim of this training is to improve the team leading and facilitation skills, and present successful techniques which will provide better efficiency in everyday work, but also in facilitation of meetings, workshops, seminars, conferences, etc. Learn how to plan and conduct a productive staff and other type of a meeting.

The training is suitable for Executive Staff, Trainers, Project Officers/Managers, Human Resources Officers, Team Leaders, PR Officers, as well as for experienced facilitators to refresh their skills, learn new tips, and practice in a different group and work environment.

By the end of the course, participants should be able to:

- Get to know the responsibilities and role of a Group Leader
- Use the practical tips and advices for managing people
- Know how to approach, motivate and lead team members
- Know how to produce more effective results from the teams
- Identify and make balance within the individual and group needs
- Achieve basic principles of planning and preparation for the meeting
- Comprehend the techniques of facilitating meetings and discussions
- Make differences in facilitators approach to different groups' structures
- Gain knowledge on interactive exchange process with the group
- Know the effective ways to hold the group attention to the specific task

Methodology

This training will combine different methods of workshop interactions and practical exercises, theory background on techniques and methods of leadership, presentation, practical examples, warm-ups and discussion. Participants are actively involved in the process, asked to share their opinion and experience with the group, and encouraged to ask questions and make suggestions for the additional explanations.

Training Designed and Delivered by: Lidija Vasiljević, ICVA/CIS Belgrade

Training Working Language: English/Serbian

Training Duration: 1 day



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TRAINING AGENDA

- 09:30 **Arrival and registration of participants**
- 09:45 **Introduction**
- Specifics of the group: type, size, and aim
 - Group cohesion, expectations, and communication
 - Learning processes, unconsciousness and group/teams dynamics
 - Conflicts, resistance of the group members
 - Phases of the group, new members, sub-grouping
 - Constructive and unconstructive approach to the group
- 11:30 **Refreshment Break**
- 11:45 **Responsibilities and Roles of Group Leaders**
Teams, team building roles, communication between team members
- Types of leadership: types of leaders
 - Conflict, constructive approach: types
 - Problem solving situations - Exercises in small groups
- 13:00 **Lunch**
- 14:00 **Facilitation and Facilitators' roles**
Exercise: approaches to facilitation
- How to involve the group in the learning/facilitation process
 - Problems and difficulties of the facilitator and group leader
 - Conclusion, questions, exchange
- 15.15 **Refreshment Break**
- 15:30 **Facilitation in groups**
Facilitation in small groups (staff meetings, teams) – Exercise
Facilitation in medium groups – Exercise
Facilitation in large groups – Exercise
- 16:50 **Wrap-up discussion, Evaluation and Certificates Awarding**
- 17.00 **Closure**

