Facilitating Training with Ease

One-Day Workshop for Non-Training Professionals

With today's rapid pace of change and the need to disseminate information quickly, many organizations rely on internal staff to train their colleagues on new products, processes or other critical information. However, many clients tell us that these training sessions often fail to achieve learning objectives because as long as learners are passively sitting and listening, they are likely not learning very much.

As trainers and teachers, the single most challenging thing to do is step off the podium and into the role of facilitator of learning. Real learning takes place when the trainer stops talking and invites learners to start talking and participate in the process. To do this, trainers need to practice the skills and processes of "facilitative training".

This workshop is designed to equip participants with the foundational skills and knowledge necessary to conduct active, engaging learning events with confidence. Participants will engage in a highly interactive day with many opportunities to practice new skills and receive coaching in a safe environment.

The Learning Opportunity

Participants will leave this workshop with:

- Seven ways to increase group and individual participation in learning
- Methods and practices for becoming a "facilitator of learning" versus teacher/lecturer
- Approaches to separate the "need-to-know" from the "nice-to-know" processes and knowledge
- An array of facilitation techniques and group exercises that maximize learner engagement
- Strategies to deal with resistance, conflict and dysfunctional behaviors in the classroom

Workshop Agenda

AM	PM
- How adults learn & retain information (and how they don't) - Fundamentals of facilitative training - Design principles: defining the right learning outcomes (POP) - A "feast" of interactive, participative learning approaches (you already know lots of them!)	- Facilitating the four C's (Connections, Concepts, Concrete Practice, Conclusions) - Facilitating concepts for engagement: - o Teaching only the need-to-know - o Providing graphic organizers - o Using the 10-minute rule - o Using integrative lecture strategies - Strategies for dealing with resistance, conflict and challenging behaviours in the class room