Essential Facilitation Skills Training

Our professional training for facilitators provides immersive, personalized hands on training in a small group. We guide you through the principles, skills, tools, and strategies to successfully facilitate and guide groups and teams toward consensus-based decision, improved teamwork, and specific follow up actions. Because we value active practice and relationships, we limit our courses to a maximum of 15 participants, guaranteeing one on one support, guidance and feedback.

Strategic. Sustainable. Success.

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HELPING YOU FILL IN THE BLANKS

What's Covered

The course provides essential training on a wide range of workgroup meeting needs. Topics include preparation, agenda setting, ground rules, action plans, collaboration, conflict management, decision-making, meeting design & control, & team building.

Content + Process = Results

This content of our facilitation skills course is built on active facilitation. Key to your success is the process: Instead of listening to a presentation about facilitation, participants spend the majority of their time demonstrating and practicing facilitation skills. You will facilitate short sessions through exercises, live demonstrations and video-recorded sessions. The result is a skill set that will allow you to facilitate more productive meetings of any kind with confidence and authority.

The course is based in research and best practices on decision making, team work, and engagement strategies. You'll learn the tools and actions that will allow you to develop clear deliverables, consensus-based decisions, and superior problem-solving skills for common meeting issues.

WHO SHOULD ATTEND?

If you've struggled (as a leader or a participant) in meetings that seem ineffective, inefficient, boring or useless, this is the training for you!

Participants have included Mayors, Board Chairs, Executive Directors, City Managers, Department Heads, Elected Officials, and many others. Regardless of background or experience, this training brings value.

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What Do You Get?

Facilitation Workbook:
A professional manual with over four hundred printed pages of facilitative leadership skills, decision making tools, meeting agendas, and meeting controls to be used for years to come.

Hands On Training:
Instead of sitting and listening, participants will spend the majority of time actively practicing and facilitating.

Feedback:
Confidential evaluations from a certified instructor throughout the course, describing strengths and areas for improvement.

Video:
Digital recordings of your practice session and case study where you perform as facilitators in real conditions.

Certificate of Completion:
Certification is issued after successfully completing the case study at the end of the course.

Lunch and Snacks:
The most important part!

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What Will You Learn?

Professional facilitation skills increase confidence and effectiveness when leading meetings, workshops, and presentations; produce higher quality, consensus-based deliverables and help you and your organization excel! You learn through extensive practicing and feedback how to:

- Engage a wide and diverse group of people (community members, team members, outside agencies) with a process that is fun and interesting.
- Prevent meeting scope creep and extended ramblings unrelated to your meeting objectives and deliverable.
- Manage conflict, ”problem people”, dysfunctional behavior, and mitigate political resistance.
- Facilitate focused discussions, keep meetings on track, and get everyone to contribute.
- Transform meeting cultures where your participants show up unprepared, disinterested or unvested.
- Build team work and relationships for ongoing results.
- Create follow up Action Plans that get results.
- Develop an effective facilitation style that reflects your personality, using appropriate training aids and techniques.

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What Topics are Covered?

The following is a short list of what we typically cover in our courses. We often customize the content to meet the needs of our clients, and continuously update our trainings.

- Skills of great facilitators
- Preparation for the meeting
- Setting the stage
- Role of the facilitator
- How to deal with problem people
- Engaging groups
- Building and maintaining energy
- Documentation
- Opening and Closing Sessions
- Checklists and tips
- Activities, games, and icebreakers
- Creating an Action Plan
- Follow up meetings

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Who is SBrand?

Sheryl Trent is the lead trainer and facilitator at SBrand Solutions, LLC. A Certified Master Facilitator™, Sheryl has been facilitating fun, energetic and engaging meetings that result in support and action for over 25 years. Her focus is on board and team development and strategic planning. As the founder of the 24-Hour Plan™ and the GPS™ Model for strategic planning, she has helped hundreds of clients (public, private and non-profit) with creating actionable Strategic Plans, effective board development, engaged community involvement, and measurable progress. The resulting Action Plans have buy in, support, accountability and focus. Her sweet spot is transforming current work and creating a new mindset moving forward. Also a certified Life Coach, she and her family make their home in Fort Collins, Colorado. She can be found on line at www.sheryltrent.com.

CERTIFIED MASTER FACILITATOR™ INIFAC International Institute for Facilitation

CERTIFIED VIRTUAL FACILITATOR™ INIFAC International Institute for Facilitation

We're so sure our passion and process for facilitation skills and facilitation training surpasses any other, we guarantee that if you're not 100% satisfied, we'll refund your tuition.

Contact Sheryl for more information and details!

Sheryl Trent

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