

Basic Facilitation Skills Training Workshop

Are you a volunteer or staff member for a voluntary or government organization? Do you plan, develop, organize, evaluate and make decisions for your organization as a team? Are you, in your role with your organization, needed to plan and lead facilitated group discussions? Do you want 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!

Please note: This course is not intended for professional facilitators.

Course Description:

Facilitators from Community Development Branch – Yellowhead Region, Alberta Culture and Community Spirit will be providing the instruction. Stony Plain FCSS will be hosting the sessions for **Basic Facilitation Skills** Training Workshop. The workshop is being offered due to numerous requests by voluntary and government organizations wanting to have training for their executive and staff members in facilitation. This is a practical workshop providing learning through instruction, discussion, small and large group work, practice and feedback.

The 2 ½ day workshop will include modules in the following areas:

Core Concepts of Facilitation

- o Role of Facilitator
- o Competencies of a Successful Facilitator
- o Process versus Content
- o Outcomes
- o Flip Charting and other Recording Methods
- o Verbal and Non-verbal Communication

Understanding Groups

- o Characteristics of Learners
- o Facilitating Challenging Group Situations

Designing Facilitated Sessions

- o Preparing for Facilitated Sessions
- o Tools and Techniques
- o Using Icebreakers and Energizers

Facilitation Practice and Feedback

- o Prep Time
- o Giving and receiving Feedback
- o Small Group Facilitation Presentations



Basic Facilitation Skills Training Workshop

When:

Friday, November 27 from 7 PM to 9 PM
Saturday, November 28 from 9 AM to 4 PM
Sunday, November 29 from 9 AM to 4 PM

Where:

Large Board Room #101 Main Floor,
Provincial Building, 4709-44 Avenue,
Stony Plain

Cost:

\$104.00
Cost includes workshop materials,
instruction, refreshments and lunches
during the workshop.

How to apply:

Complete the attached Registration form
and submit by fax or email to FCSS Stony
Plain

Fax: 780-963-1951

Email: pfcss@stonyplain.com

Please note registration deadline is
November 6, 2009.

No refunds will be issued for cancellations
received after November 15th.

Accommodations

Best Western **780-968-1716**
3101 – 43 Ave., Stony Plain

Motel 6 **780-968-5123**
66 Boulder Blvd., Stony Plain

Ramada Inn & Suites **780-963-0222**
3301 – 43 Ave., Stony Plain

Travelodge Hotel **780-963-1161**
74 Boulder Blvd., Stony Plain

Basic Facilitation Skills Training Workshop November 27, 28 and 29, 2009

Registration Form (please print clearly)

First Name: _____

Address: _____

_____ Phone: _____

Email: _____

Voluntary and/or Government organizations you represent:

Describe your organization's need for someone skilled in
facilitation: _____

Describe the broader community impact you can offer:

Have you taken any facilitation training before? If
possible, please identify or describe the workshop you have
taken. _____

Are you able to attend the full 2.5 days of the
session? Y / N

Registration Deadline: November 6, 2009

Send Registration form with Payment

(\$104 GST included)

Please make cheques payable to Stony Plain FCSS
4905-51 Avenue, Stony Plain AB T7Z 1Y1

Credit Card: Visa Mastercard

Card Number: _____

Expiry Date (mm/yy): _____

Signature: _____

By signing, I authorize this payment on my credit card.

Fax completed form to 780-963-1951

Email: pfcss@stonyplain.com

For more information please contact:

Alberta Community Development
Yellowhead Region

Phone: 780-963-2281

Email: terri.potter@gov.ab.ca

Government of Alberta ■
Culture and Community Spirit

or



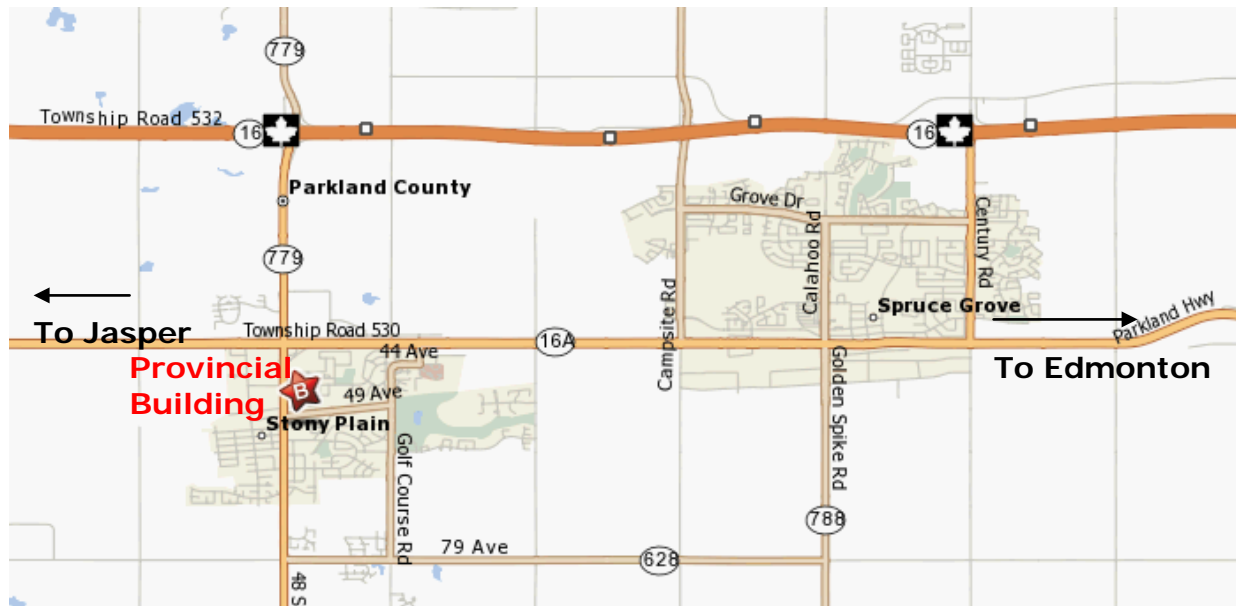
Town of Stony Plain FCSS

Phone: 780-963-8583

Fax: 780-963-1951

Email: pfcss@stonyplain.com

NORTH



SOUTH

Basic Facilitation Skills

Training Workshop

Friday, November 27
Saturday, November 28 and
Sunday, November 29, 2009



Provincial Building
4709-44 Avenue, Stony Plain, AB

Provided in Partnership

Government of Alberta ■
Culture and Community Spirit

