

The Essential Facilitator

2 day Workshop



How much time, energy and money are wasted in poorly conceived and ineptly conducted meetings in your workplace?

A skilled facilitator can help you achieve better outcomes. That person need not come from outside your organisation - you have a valuable untapped resource in your own staff.

If you want more productive and successful meetings incorporate facilitation skills into your organisation's daily operations and:

- save time and money
- draw upon talent and expertise
- develop collaborative working relationships
- unleash creativity and develop critical thinking
- engage staff and improve morale
- develop leadership potential

The Essential Facilitator is designed for:

- leaders facilitating rather than chairing a meeting
- consultants working with groups
- trainers being called upon for process facilitation rather than presentations
- SME's, Agile and Quality Practitioners, Project Managers
- anyone needing to lead collaborative meetings with positive outcomes



Rhonda Tranks

Director, Illuma Consulting
Certified Professional Facilitator & Assessor
International Association of Facilitators

Rhonda has been training facilitators and developing internal cohorts of meeting facilitators for corporations, not-for-profits organisations and government departments since the mid 1990's.

Literally hundreds of people have attended our introductory programs and many have attended our more advanced workshops designed to meet the specific needs of clients. Rhonda also mentors & coaches facilitators & regularly leads workshops at international facilitator conferences.

Start incorporating facilitation into your business culture.

Tap into your greatest resource – your people.

You will achieve much better results from meetings and develop leadership capacities.



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When you are facilitating there is so much to think of at once

You're constantly juggling

- when to intervene and when to step back?
- how to create an environment that is both safe and challenging?
- listening to one person yet pay attention to everything else
- employing appropriate tools and processes at the right time
- managing time, space and energy
- how to surface and resolve conflict then reach agreement
- maximising participation and ensuring all views are heard
- focusing on outcomes – and...
- managing your own reactions to what can be very tricky situations

PHEW! And here's the thing – when you are doing it all right, no-one even notices – nor should they!

They only notice when you drop the ball, so to speak.
It takes a lot of skill and we can show you how.

By attending The Essential Facilitator workshop you will:

- Increase your ability and confidence to manage group meetings
- Explore the special role of a group facilitator and how it differs from other group leadership roles
- Recognise the difference between process and content and understand why this is important
- Help the group achieves its goals and get the outcomes needed
- Identify triggers and causes for disruptive behaviours or negative dynamics
- Recognise your own reactions to challenging situations and develop strategies to manage them
- Learn how and when to use a range of interventions and tools used by facilitators
- Learn tips and techniques for managing time, space and people



Next Dates:

Melbourne: 18 & 19 July 2019 and 11 & 12 November 2019

Canberra: 26 & 27 September 2019

*Illuma's full suite of facilitator training
is designed to align with the Core
Competencies of the IAF*



Want to Attend? Register today! Call +61 (0) 410 510 720 or email info@illumiconsulting.com.au

- Earlybird price \$1120 +GST - Before 20 June and 14 October for Melbourne and before 29 August for Canberra (save \$110)
- General bookings: \$1230 +GST
- Great value for money. Program includes:
 - » Pre-work
 - » 2 day workshop
 - » Workbook, references and readings
 - » Starter facilitation toolkit
 - » Free access to our facilitation webinars and updated materials
- Inner city venue, refreshments and lunch provided.
- Program can be conducted in-house.
- Optional extra coaching and mentoring sessions (1 hour, on-line) are available.



This training program is:

- **Highly experiential** – you will participate in group exercises where facilitation skills are demonstrated and modeled
- **Challenging** – you will set yourself tasks and receive feedback from the trainers and your peers
- **Practical** – practice sessions relate to real issues and incorporate key facilitation tools
- **Flexible / cross-disciplinary** – not restricted to a specific facilitation process. What you learn can be applied in a range of meetings situations: planning, problem solving, process improvement, change implementation, team development, conflict resolution and more.
- **Delivered by a person with a wealth of facilitation experience (over 30 years) who is also a highly experienced trainer.** As a Certified Professional Facilitator™ with the International Association of Facilitators (IAF), Rhonda has been rigorously assessed by peers against IAF Core Competencies for facilitators. She now also assesses others internationally. Many people who have attended our program have gone on to attain CPF accreditation.