



THE ESSENTIAL FACILITATOR

2-day workshop – 11 & 12 April, 2024 in Canberra



Start incorporating facilitation into your business culture. Tap into your greatest resource – your people. Gain better results from meetings and develop leadership capacities.

WHEN FACILITATING THERE'S SO MUCH HAPPENING. 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 paying attention to so much more
- Employing appropriate tools and processes at the right time
- Managing time, space and energy
- How to surface and manage conflicts
- How to maximise participation and ensure all voices 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're 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 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
- Learn about scoping assignments with your clients
- Learn how to design and plan for productive meetings and events
- Learn how to help a group work through issues and achieve its goals
- Select and use a range of tools used by facilitators
- Identify some causes of disruptive behaviour and negative dynamics
- Learn tips and techniques for facilitating people and processes that work for in-person and on-line environments
- Recognise your own reactions to challenging situations and intervene appropriately
- Focus on the being and the doing of facilitation

THE APPROACH

- Experiential - facilitation is demonstrated, modelled, experimented and practised
- Engaging, immersive, enjoyable, practical
- Flexible / cross-disciplinary, not restricted to a particular facilitation methodology. What you learn can be applied to a range of meeting situations including strategy sessions, planning, change, teams and more
- Individual and small group work
- Allow time for some pre-work and preparation evening of Day 1
- Includes individual mentoring session with Rhonda after the program (valued at \$300)

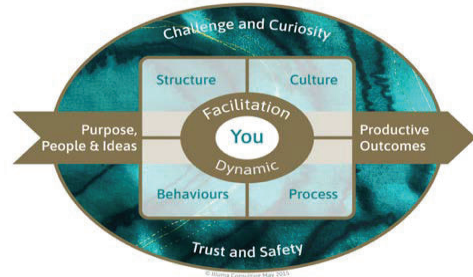


AN OPPORTUNITY TO ...

- ✓ Learn from a Certified Master Professional Facilitator with a wealth of knowledge and experience to share
- ✓ Engage in small project group work on a case study, group exercises and facilitation practise.
- ✓ Gain free access to Illuma Consulting's range of resources and templates for facilitators and our regular webinars.

ON POINT

- ✓ Program is aligned with the Core Competencies of the International Association of Facilitators.
- ✓ Illuma's Holistic Framework of Facilitation© informs and underpins the program.
- ✓ Conducted in person 29 times since 2012. The international on-line variation has been conducted 6 times.
- ✓ **Hundreds** of people have attended this course – wide variety of industries and backgrounds and countries
- ✓ Can be customised for in-house programs.
- ✓ Small group size to maximise participation and practise.



Illuma's Holistic Framework of Facilitation

WHO SHOULD ATTEND?

Anyone needing to facilitate and achieve positive outcomes within organisational settings: Consultants, leaders, SME's, trainers, project managers etc.

WHEN: 9:00 – 5:00
11 & 12 April 2024

WHERE: Kambah in Canberra

HOW MUCH: \$1,500 inc GST and:
 ✓ Mentoring session with Rhonda
 ✓ Workbook and other resources
 ✓ Refreshments and lunch

REGISTER: info@illumiconsulting.com.au

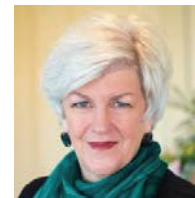
IS THIS THE RIGHT PROGRAM FOR YOU?

Call Rhonda to discuss 0410510720

RHONDA SPARKS-TRANKS

Certified Master Professional Facilitator

Rhonda is the Director of Illuma Consulting in Australia. With decades of experience as a trainer, facilitator, OD consultant and coach with major corporations and organisations around the world, her facilitation training is aligned with the IAF's Core Competencies. This program has developed from its first inception in the mid 1990's. Since then, hundreds of facilitators have attended. Rhonda mentors facilitators at a more advanced level. Her *Holistic Framework of Facilitation©* forms the basis of her facilitation training and practice.



TESTIMONIALS

*Rhonda is a warm and gifted facilitator who has mastered with humility and generosity the art of facilitation. Her courses are insightful and skilfully designed to embed learnings and deliver on intended outcomes for her worldwide clients. Rhonda is endlessly able to tap into her vast experience, cultural intelligence, and resources to cater for the unique needs of her participants. As a community leader who is running online/physical community sessions, I've deeply benefited from Rhonda's "The Essential Facilitator Online" course which exposed me to many new digital tools, techniques, skills and frameworks that are firmly aligned with the IAF certification requirements. Whatever sector, I cannot recommend Rhonda highly enough to those wanting to navigate this hybrid model of facilitation with confidence and dexterity. **FB, Community Development***

*I first met Rhonda in about 2014 and was hugely impressed with her energy and depth, breadth and knowledge of "all things" facilitation. When I found out that she provided facilitation essentials training, I didn't hesitate to sign-up for the two-day course with a great deal of excitement and high expectations. The training exceeded my expectations. I would recommend it to anyone, anywhere, anytime! I have used the techniques she taught our group many times over the last few years, with great results. Rhonda's solid training experience together with her extensive facilitation experience make a powerful combination. She is the ideal person whenever you wish to learn anything about facilitation – essentials or advanced. Nowadays, I try not to miss her webinars. **GPY, Water Engineering Consultant***

RHONDA SPARKS
facilitator | coach | celebrant

illuminating pathways for change

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