



# The Holistic Facilitator



June 25~28, 2024, China Open Course 【Shanghai】

营腾培训 与 启赋咨询（澳洲）联合呈现



# The 7<sup>th</sup> Time in China!

The Holistic Facilitator | June 25~28, 2024 | Shanghai China



**Rhonda Sparks-Tranks** is an IAF Certified™ Professional Facilitator | Master (CPFM) and has been an IAF Assessor. In recent years she has drawn upon her 30' years experience and developed her own holistic framework of facilitation which forms the structural basis for this workshop.



The Holistic Facilitation framework covers: consulting with your clients to identify and agree specific outcomes; analysis of the environment and context; how to design and construct a facilitated event so that it works for the people and the purpose. Participants learn how to frame an appropriate agenda and select the best methods and tools for a particular issue or stage. We also explore how to handle the unexpected when you may need to change your plan mid event.

How have you learned facilitation? For many of us it has been in bits and pieces: courses and workshops here and there; professional development sessions; reading; discussions with colleagues; on-line research and more. Are you “missing bits” that will help you become a better facilitator?

Facilitation is complex and dynamic. How do these bit and pieces relate and work as a system?

How did you come to facilitation? Your professional background e.g. HR, Quality, L&D, Change Management may have provided you with a specific approach to facilitation. Perhaps that approach could be integrated into a broader framework so you can work more effectively with different types of groups and contexts.

The “**Holistic Facilitator**” (THF) workshop provides an opportunity for you to examine different parts of facilitation and integrate these bits and pieces into a dynamics, holistic framework.

We will explore how the parts systemically relate to the whole and what this means for you as a facilitator, your client groups and for achieving productive outcomes.

The workshop is highly practical and founded on relevant theories of facilitation, process design and group dynamics. We will be taking a case study approach, so bring out a current, recent or challenging situation that you will work with over the 4 days.

Participants will receive a work booklet, worksheets and a comprehensive bibliography for further reading and research. The workshop is also aligned with the IAF Core Competencies.

## Who is THF for?

Facilitators with certain experiences who want to advance his or her facilitation skills and to design and construct facilitation events with a holistic scope and systematic approach.

## Course Fee

RMB 16,800 per, including tuition, tea breaks, lunches for the 4 days

## Limited Seats

This open course is limited to 15 participants



# What You'll Learn in the 4 Days

The Holistic Facilitator | June 25~28, 2024 | Shanghai China

## Day 1 & 2


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
- ◇ **maximizing** 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 notice – 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.



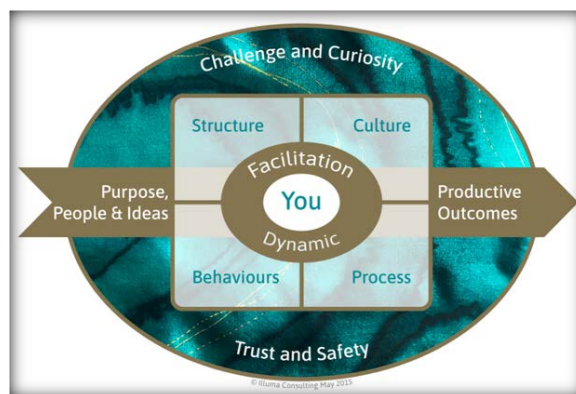
Illuma's full suite of facilitator training is designed to align with the Core Competencies of the IAF 

## Day 3 & 4

The process design element of successful facilitation is frequently underestimated. How do you design and construct your facilitation events so that they really work for the people they are designed for?



Facilitated events are designed and “built” for a discrete purpose and with a particular group and a specific context. One-size-fits-all solutions result in squeezing your client's needs into something designed for someone else.



This highly experiential and practical program “**The Holistic Facilitator**” is all about process design and delivery of your design accordingly and achieving the expected results effectively ... based on illuma's own framework of Holistic Facilitation.



# Why Advance Your Facilitation with Rhonda

The Holistic Facilitator | June 25~28, 2024 | Shanghai China



This program is designed and 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 | Master (CPFM) with the International Association of Facilitators (IAF), Rhonda has been rigorously assessed by peers against IAF Core Competencies for facilitators. Has been an IAF Assessor herself, she has assessed CPF candidates internationally.

Rhonda has been a member of the global board and Chair of the IAF Victoria Chapter. She has presented at IAF Conferences in Shanghai, South Africa, Australia, New Zealand, Taiwan, Korea, Switzerland, Malaysia and Singapore. She is a recipient of the IAF's Hall of Fame. This is a great honor and was given to her because of her significant contribution to the field of facilitation and service to the IAF.



This program is aligned with the IAF's Core competencies and a range of theories, approaches and practices are explored through Rhonda's own integrative model of facilitation – “The Holistic Framework of Facilitation” – so participants experience and learn how to use this range of facilitation methods in the right context. Many people who have attended her program have gone on to attain CPF accreditation.

“ Rhonda, you demonstrated a terrific facilitation style, quality questioning that made me think and reflect while I was learning along with so many great take-aways at the end. Keep doing what you are doing – your mix of training and facilitation skills is a powerful combination for delivering excellent courses in facilitation.”

- Comment from one of Rhonda's course attendees, October 2016



# Registration Form

The Holistic Facilitator | June 25~28, 2024 | Shanghai China

## Attendee Information 参加者信息

姓名 Name: \_\_\_\_\_  
职位 Position: \_\_\_\_\_  
公司 Company: \_\_\_\_\_  
邮件 Email: \_\_\_\_\_  
电话 Phone: \_\_\_\_\_

## Program Details 课程细节

### 1. Training Contents 培训内容

"The Holistic Facilitator" Workshop  
“整体引导”工作坊

### 2. Training Dates 培训时间

June 25~28, 2024 (09:00~17:00 daily)  
2024年6月25~28日, 每天上午9点到下午5点

### 3. Training Location 培训地点

Renaissance Shanghai, China 中国上海龙之梦万丽酒店

### 4. Trainer 培训讲师

主培训师: 朗达 Rhonda Tranks CPF, CPF Assessor  
翻译暨助理培训师: 认证“整体引导”课程讲师

### 5. Language 课程语言

The course is delivered in English with Chinese interpretation  
英文授课, 配有现场中文翻译

### 6. Training Fee 培训费用

**RMB 16,800 per person** (this fee is inclusive of tuition for the 4 days, workbook, all course materials, lunches and breaks, it does not include your transportation, dinners or accommodations)

**人民币 16,800 元/人** (该费用已包含 4 天授课费、教材、其它课程资料、午餐及茶歇、发票等费用, 但不包括您的交通、晚餐及住宿费用)。

## Payment Details 付款方式

Applicant should pay the full amount to the following account to confirm your seat. 欲预定您的席位, 请一次性将上述培训费用全额汇入以下银行帐号:

Bank Name 开户银行: 招商银行上海分行大木桥支行

Bank Account 银行账号: 121945502810401

Account Name 收款单位: 上海蕊启商务咨询有限公司

## Cancellation Policy 取消与缺席

Free cancellations of confirmed registrants must be in writing and received by us at least 60 days prior to the first day of the program. Otherwise 30% of the training fee will be charged for the cancellation 30 days prior to the date of the program, and 50% of the training fee will be charged for the cancellation within 15 days prior to the date of the program. "No-shows" will be billed for the entire registration fee.

免费取消须至少提前 60 天以书面形式通知我们, 如果开课 30 天前取消我们将收取 30% 的培训费用, 开课 15 天内取消我们将收取 50% 的培训费用。课程当日缺席者将被收取全额培训费用。

## Money Back Guarantee 全额退款保障

If you are dissatisfied with the program for any reason, you will receive a full refund if you cancel your seat within the first day of the program. 在本课程开始后一天内, 无论什么原因, 只要您对本课程不满意, 且决定终止参与本课程, 我们将无条件全额退款。

Please fully read and accept the above policies regarding registration, refunds and fees, fill in the blanks at the left top of this page and email it back to us to conform your registration. 请仔细阅读并接受以上关于报名、退款和费用的所有条款, 完整填写参加者信息, 签字或/和盖章, 然后把本文件以邮件形式发送至本公司以确认您的报名。

