



2 day custom program **Key Facilitation Principles**

**Shine
Leadership**

Lead Yourself

**Experience the principles of facilitation “hands-on” –
that is how the whole program is set up.**



Jitka Jilemická
lecturer

More information at:
ShineLeadership.cz

Contact person
Mgr. Šárka Pojerová
Managing Director
sarka.pojerova@ShineLeadership.cz
+ 420 603 711 594

Why choose this program?

- Learn the principles of facilitation with practical demonstrations.
- You will know how to deal with common issues that come with facilitating.
- You will experience all principles “hands-on”.
- You will be able to apply all the principles and tips immediately in your work.

Who is it for?

For all those, who want to make use of the facilitating principles and skills in order to run effective workshops and all types of work meetings.

Program Objectives

Day 1 Objectives

- Facilitation context, initial inventory.
- Why are meetings often inefficient and how to change it.
- Facilitation success depends on a thorough preparation of a „scenario”.
- Basic principles of effective facilitation of a workshop, meeting, consultation, or negotiation leading towards desired outcome, involving all participants.
- Understand each step of the process and the role of a facilitator, or how not to lose train of thought and stay on track.
- How to reach a solution and what decision making tools do you have available.
- Active training.
- Feedback.

Day 2 Objectives

- Managing and preventing crisis situation in the role of a facilitator.
- What encourages team synergy.
- What kind of facilitator am I, what am I good at and what to improve.
- Various techniques that motivate or offer a process path when facilitating a workshop or a meeting.
- Experience sharing, group brainstorming.
- Final individual inventory.
- Active training.
- Feedback – strengths, weaknesses, sources of misunderstanding.

Methods and techniques

The program is very practical and interactive – in the form of an interactive training and facilitated discussion. We also include shared experience and inspiration from participants.